Foxit®

User Manual

Foxit® Reader

For Windows

Microsoft® Partner

Gold Independent Software Vendor (ISV)

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Contents

Contents III
FOXIT CORPORATION LICENSE AGREEMENT FOR DESKTOP SOFTWARE APPLICATIONS 1
Chapter 1 – Introduction 9
Foxit Reader Overview 9
Foxit Reader Add-ons 9
Foxit Reader Plug-Ins 11
Chapter 2 – Getting Started 12
Installing Foxit Reader 12
Updating Foxit Reader 15
Uninstalling Foxit Reader 16
Toolbar Modes 17
Work Area 21
Setting Preferences & Viewing Properties 27
About Navigation Pane 36
Customizing Shortcut Keys 37
Switching UI Languages 37
Chapter 3 – Viewing PDFs 39
Opening & Saving & Closing PDFs 39
Viewing Documents 41
Finding Text 56
Playing a Movie or a Sound Clip 58
Working with Asian Languages in PDFs 59
Thumbnails Preview in Windows 59
Chapter 4 – Working on PDFs 61
Select & Copy 61
Working with Layers 63
Measuring the Objects 64
Switching between Basic Tools 66
Using Rulers & Guides 66
Undoing and Redoing 68
Sharing Documents 69
Creating PDFs 73
Signing PDFs 75
Stamping PDFs 83
Managing Security 87
Chapter 5 – Comments 91
About the Annotation Tools 91
Selecting Tools to Add Comments 91
Using the Select Text Tool 95

Using the Drawing Markup Tools 95
Using the Typewriter Tools 98
Working on Comments 103
Chapter 6 – Form 112
General Information 112
Filling in PDF Forms 113
Commenting on Forms 115
Importing & Exporting Form Data 116
Chapter 7 – Data Import & Export 117
Importing & Exporting Comments Data 117
Importing & Exporting Form Data 118
Chapter 8 – Advanced Editing on PDFs 119
Creating Bookmarks 119
Adding Links 124
Attaching Files 127
Adding Images 131
Adding Video & Audio 137
Chapter 9 – Printing 142
How to Print a PDF Document? 142
Printing a Portion of a Page 142
Print Dialog 142
Chapter 10 – Appendices 146
Keyboard Shortcuts 146
Command Lines 149
Contact Us 150

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5.2.1. Upgrade Protection Services. In exchange for the Upgrade Protection Fee, Foxit agrees to provide to You during the term of this Agreement Upgrade Protection (collectively "Upgrade Protection") as follows:

5.2.1.1. Support: Foxit will provide email and telephone support to You for current versions of the Product. Foxit will investigate all of Your questions and problems promptly. You agree to provide adequate information to Foxit to assist in the investigation and to confirm that any problems have been resolved. Foxit does not provide guaranteed response time but will make good faith effort to answer emails and voice mails within twenty-four (24) hours or less during weekdays, excluding holidays.

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5.2.1.3. You acknowledge and agree that the Upgrade Protection Services to be provided by Foxit hereunder is limited to the most current version of the Product and the immediately preceding version.

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Chapter 1 – Introduction

Foxit Reader Overview

Welcome to Foxit Reader-- your right choice to view and print PDF documents!

Foxit Reader, hereafter referred to as Foxit Reader, is a free PDF document viewer and printer. It launches quickly (about one second) and requires no installation. Unzip the downloaded zip file to a folder of your choice and run the executable file directly.

In addition to the basic PDF viewing functions, Foxit Reader also includes various advance features, such as adding annotations, undoing and redoing actions, saving a PDF document as a text file, copying text from the text viewer and digital signature validation.

Foxit Reader Add-ons

Foxit Reader provides separate add-ons for you to download on demand. These add-ons fall into critical add-ons and advanced add-ons, which can be updated by the Update Manager, and it can also be downloaded from our website (http://www.foxitsoftware.com/pdf/reader/addons.php). The former one is free while the latter provides additional features for a fee.

Critical Add-ons

Critical add-ons are free. They are essential components for proper display and execution. For example, if you open a PDF document containing Chinese characters, Foxit Reader will ask if you want to download the Eastern Asian Language Support. If you choose “Cancel”, you can read this file, but some characters will not be displayed correctly.

Free Critical Add-ons in Foxit Reader

Name	Function Description	Size	Remark
JPEG2000/JBIG Decoder	This add-on module is for decoding images in JPEG2000 or JBIG2 formats. If you don't install this module, images in those formats cannot be displayed.	169KB	Download Free
Eastern Asian Language Support	This module is used for displaying Eastern Asian Language in a PDF file. Eastern Asian Language can't be displayed properly without it.	2.10MB	Download Free
GDI+ Module	This is a redistributable module from Microsoft and	764KB	Download

	provides better display quality for graphics. You can still view the PDF file without this module in lower graphic quality. Installing this module will not affect any other applications on your system.		Free
JavaScript Support	This add-on is used to execute JavaScript in many interactive forms. If you don't install this add-on, you still can fill in such forms, but you wouldn't be able to perform some automated tasks like field value verification and recalculation.	1.05MB	Download Free

NOTE: *To manually install a critical add-on, please extract it to the same directory where you install Foxit Reader.*

See also "Updating Foxit Reader".

Advanced Add-ons

Advanced add-ons have many specific capabilities.

Advanced Add-ons in Foxit Reader

Name	Function Description	Size	Remark
Foxit Toolbar for Browser	This add-on is a free toolbar for IE or Firefox that delivers up-to-date Foxit news and upgrades straight to your Internet browser, enabling the user to search the web anytime anywhere, giving easy access to various useful goodies and gadgets.	1.01MB	Download Free
Firefox Plugins	Foxit Firefox Plugin installs a simple Foxit Reader into the Firefox web browser, this free add-on allows users to display, view, edit and print PDF documents in the browser.	1.19MB	Download Free
Spell Checker	When you fill out an English form or use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines. If you right click on the misspelled words, you will see a list of suggested words. Click here to download the dictionary.	833 KB	Download

Tips:

1. Instructions on installation of .fzip package below

To manually install a critical or an advanced add-on, please run Foxit Reader, and then go to "Help" > "Install Update" > browse and choose the related downloaded package, and then click the "Open" button. When you're done, click "Done" to finish the installation.

2. How to install the dictionary for Foxit Spell Checker?

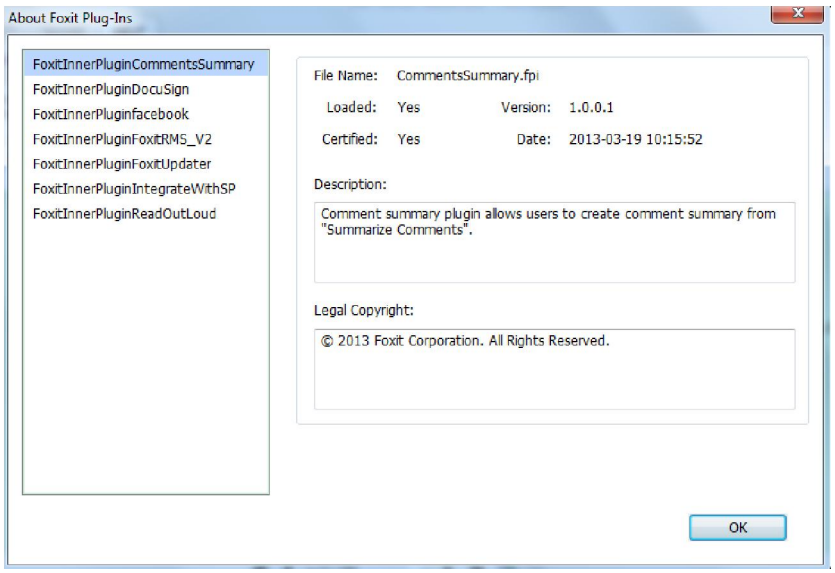
After you download the dictionary and unzip it, please save the unzipped folder named lex to the same installation folder of Foxit Reader like C:\Program Files\Foxit Software\Foxit Reader.

Foxit Reader Plug-Ins

Foxit Reader adds a Plug-in Manger which shows a list of installed plug-ins, including their name, version, date, description and legal copyright.

To view relevant information about plug-ins, please choose “Help” and click “About Foxit Plug-Ins”

under “Product” ribbon.



Chapter 2 – Getting Started

This section gives you an overview of Foxit Reader, including installation, upgrading and uninstallation, as well as work area and toolbar modes.

Installing Foxit Reader

Windows System Requirements

Foxit Reader runs successfully on the following systems. If your computer does not meet these requirements, you may not be able to use Foxit Reader.

Operating Systems

- Windows 7(32-bit & 64-bit)
- Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1 (32-bit & 64-bit)
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3 (32-bit & 64-bit)
- For users utilizing the Active Directory Rights Management Service and SharePoint integration capability, Windows 7 or Windows Vista with Service Pack2 (SP2) is required.

Recommended Minimum Hardware for Better Performance

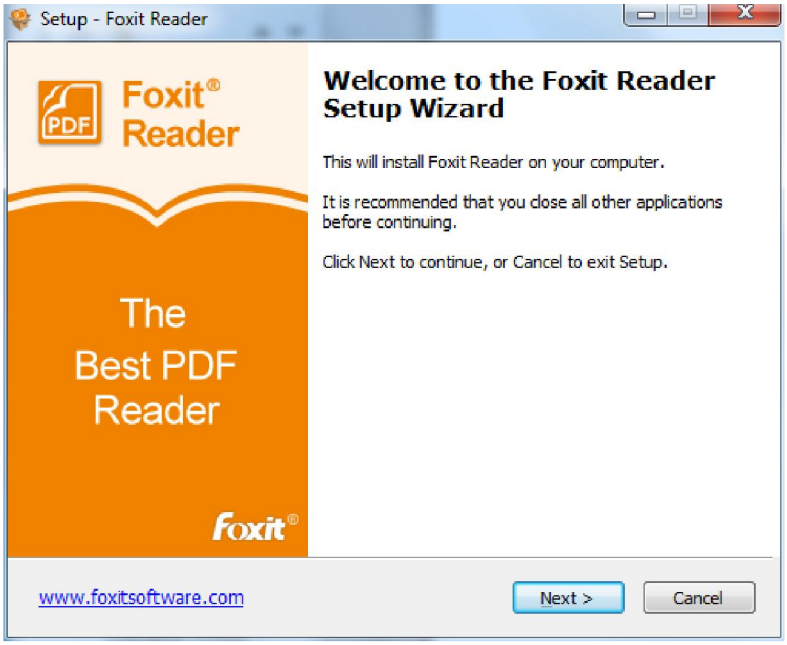
- 1.3 GHz or faster processor
- 64 MB RAM (Recommended: 128 MB RAM or greater)
- 52 MB of available hard drive space
- 800x600 screen resolution

How to Install?

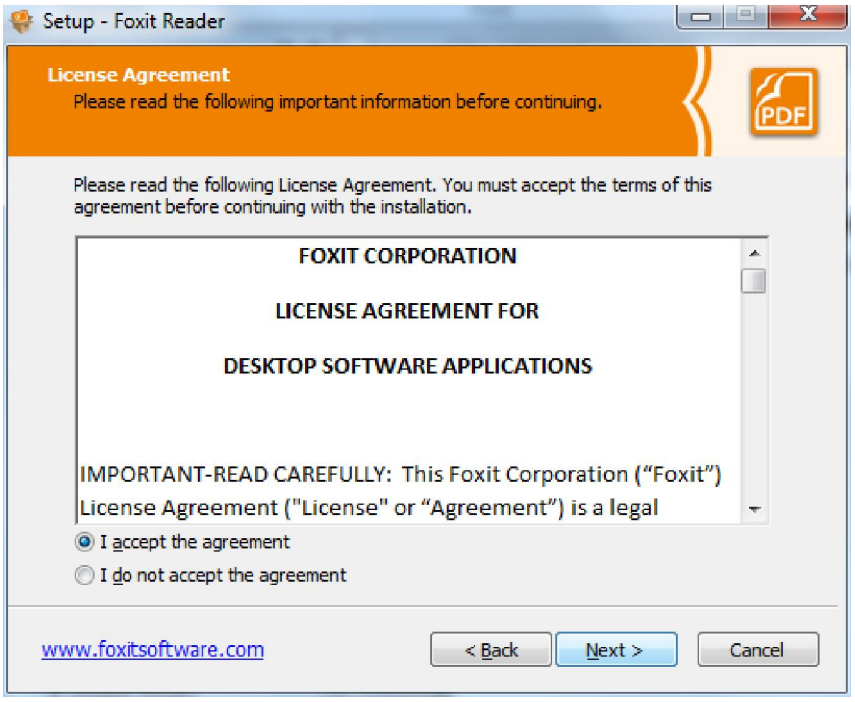
Please visit Foxit Corporation's website (http://www.foxitsoftware.com/downloads/) to download the latest version of Foxit Reader for free.

If you download the "FoxitReader6.0_setup.exe" file to your computer, please do the following:

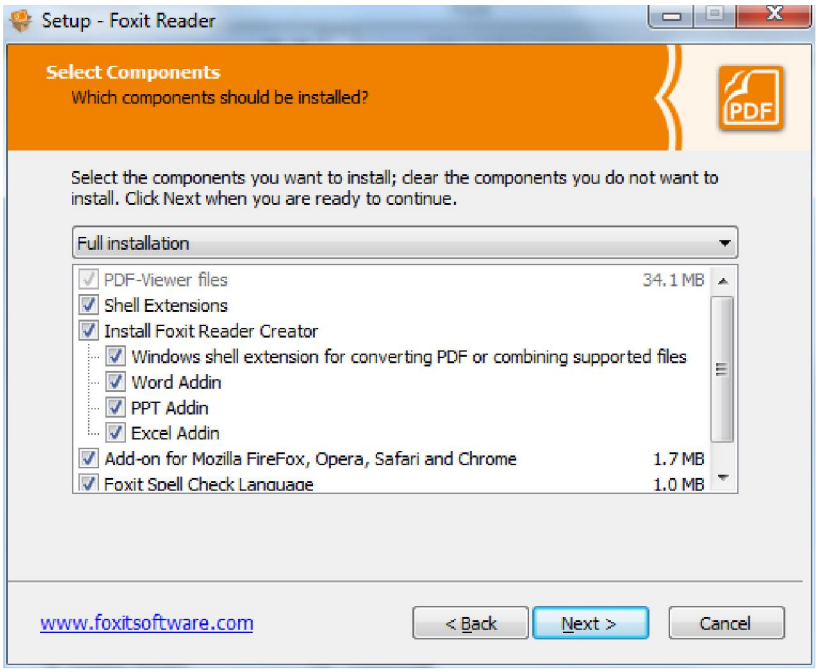
- Double-click the installation file and you will see the Install Wizard pop up. Click **Next** to continue.


Setup - Foxit Reader
Foxit® Reader
The Best PDF Reader
Foxit®
Welcome to the Foxit Reader Setup Wizard
This will install Foxit Reader on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
www.foxitsoftware.com
Next >
Cancel

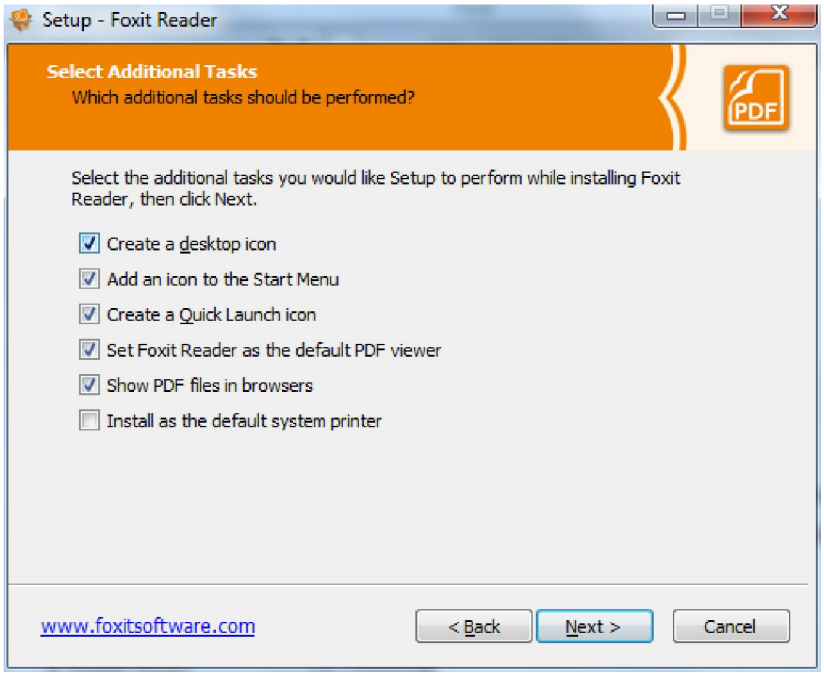
- In order to install Foxit Reader on your system, you are required to accept the terms and conditions of Foxit's License Agreement. Please read the Agreement carefully and then check **I agree the agreement** and click **Next** to continue. If you cannot accept it, please click **Cancel** to exit the installation.


Setup - Foxit Reader
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
FOXIT CORPORATION
LICENSE AGREEMENT FOR
DESKTOP SOFTWARE APPLICATIONS
IMPORTANT-READ CAREFULLY: This Foxit Corporation ("Foxit") License Agreement ("License" or "Agreement") is a legal
I accept the agreement
I do not accept the agreement
www.foxitsoftware.com
< Back
Next >
Cancel

- Foxit Reader will be installed under the default path: C:\Program Files \Foxit Software\Foxit Reader. If you want to change the location, please click **Browse** and set the installation path.
- Choose to select full or custom installation. And you can choose the optional components.


Setup - Foxit Reader
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Full installation
PDF-Viewer files 34.1 MB
Shell Extensions
Install Foxit Reader Creator
Windows shell extension for converting PDF or combining supported files
Word Addin
PPT Addin
Excel Addin
Add-on for Mozilla FireFox, Opera, Safari and Chrome 1.7 MB
Foxit Spell Check Language 1.0 MB
www.foxitsoftware.com
< Back
Next >
Cancel

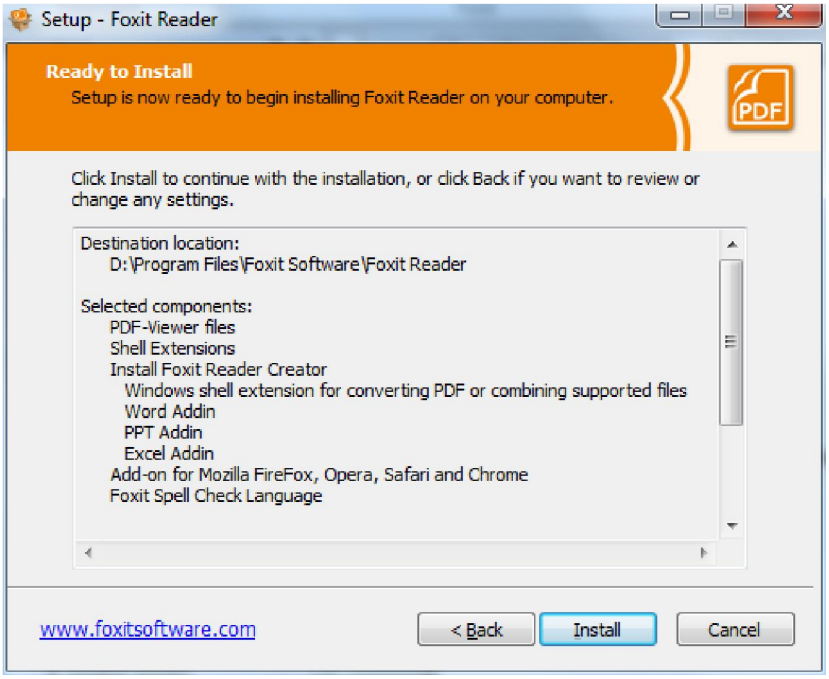
- If you choose custom installation, you will be given a chance to select the additional tasks you would like to perform while installing Foxit Reader.


Setup - Foxit Reader
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Foxit Reader, then click Next.
Create a desktop icon
Add an icon to the Start Menu
Create a Quick Launch icon
Set Foxit Reader as the default PDF viewer
Show PDF files in browsers
Install as the default system printer
www.foxitsoftware.com
< Back
Next >
Cancel

- If you want to set Safe Reading Mode during installation, please check the Enable Safe Reading Mode.

Setup - Foxit Reader
Safe Reading Mode Setting
Safe Mode enables you to control unauthorized actions and data transmissions; including URL connections, launching external files and running JavaScript functions to efficiently avoid attacks from malicious documents.
Trust Manager
Enable Safe Reading Mode
You can also enable or disable the Safe Reading Mode from the Reader Menu (Edit -> Preferences -> Trust Manager).
www.foxitsoftware.com
< Back
Next >
Cancel

- Check the choices you made just now and click Install.


Setup - Foxit Reader
Ready to Install
Setup is now ready to begin installing Foxit Reader on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
D:\Program Files\Foxit Software\Foxit Reader
Selected components:
PDF-Viewer files
Shell Extensions
Install Foxit Reader Creator
Windows shell extension for converting PDF or combining supported files
Word Addin
PPT Addin
Excel Addin
Add-on for Mozilla FireFox, Opera, Safari and Chrome
Foxit Spell Check Language
www.foxitsoftware.com
< Back
Install
Cancel

Updating Foxit Reader

Foxit files and add-ons can be updated in several ways. Some updates are available if you open a PDF document that triggers the updating process. For example, if you open a file that contains Chinese characters, Foxit Reader will ask if you want to download the Eastern Asian Language Support. Other updates are available only from the Help menu, where you have to manually install them. However, all updates can be downloaded directly from Foxit website.

Updating from the Help Menu

1. Choose Help > Check for Updates.
2. Select updates from the column on the left, and click Add to move them to the right column. Only the updates and components appropriate for your product will be listed.
3. Click Install.

Use Foxit Updater

1. Choose File> Preferences > Updater
2. Check the appropriate option according to your requirements.

- Automatically install updates (only for the patch): the system will automatically download and replace the original files in the installation folder when there is a new version.
- Automatically download updates, but let me choose when to install them (Default): the system will automatically download and display a message informing you of the upgrade and allowing you to choose to upgrade to the new version. This option is checked by default.
- Do not download or install updates automatically: never download or install updates automatically.

3. Click OK.

Updating From Foxit Website

1. Click to visit http://www.foxitsoftware.com/pdf/reader/addons.php.
2. Select and download the add-ons you want to update.
3. Extract them to the same directory where you install Foxit Reader.
4. Re-run the Foxit Reader program to implement the update files.

Note: You can save the customization and settings and apply them in the new version after upgrading.

Uninstalling Foxit Reader

How to Uninstall?

Please do one of the following:

- Click Start > Programs > Foxit Reader > Uninstall.
- Click Start > Settings > Control Panel > Add or Remove Program and select Foxit Reader to uninstall.
- Double click the file uninstall.exe under Foxit Reader installation directory Drive.

Note: A short survey window will pop up when a user uninstall Foxit Reader, to collect suggestions for improvement.

Toolbar Modes

Foxit Reader offers two toolbar modes: Classic Toolbar Mode and Ribbon Mode, in order to provide users with different experience during PDF viewing.

Classic Mode

Classic Mode was commonly applied in earlier versions of Foxit Reader. In Classic Toolbar Mode, tools are arranged under menus. Users can get tools from corresponding menu by clicking the menu. It is quite simple and clean, only occupying little space and saving more space for document viewing.

Fig. 1 Classic Toolbar Mode Overview

Ribbon Mode

Foxit has integrated the collective tools in the ribbon interface and created a new way of working, namely Ribbon Mode. Ribbon Mode is one of the big improvements you will find in Foxit Reader. It is developed based on Microsoft Office 2013 (Office 15), to provide users with a familiar and intuitive user experience. In this mode, tools are arranged by groups and tasks. Below are some highlights of the new interface.

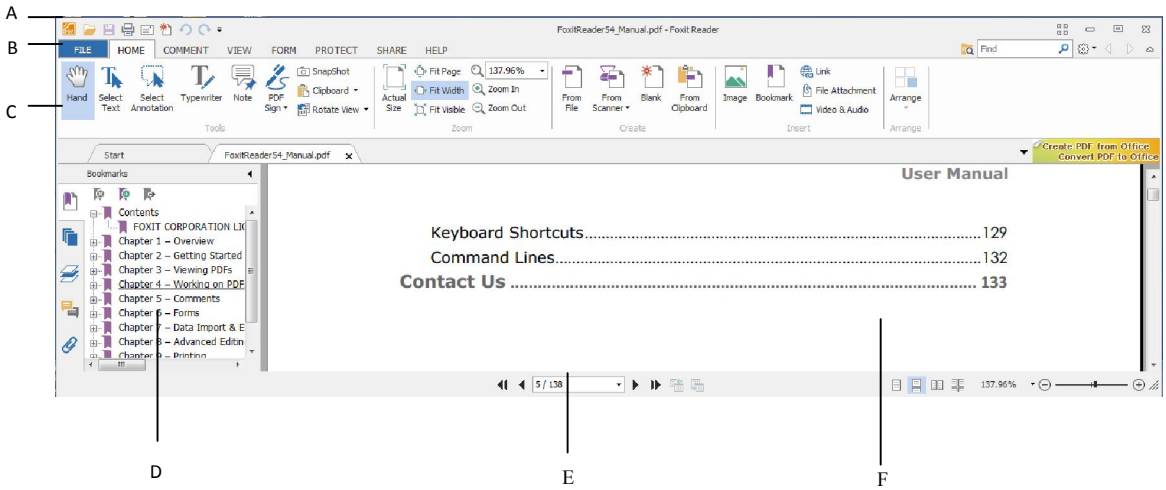


Fig. 2 User Interface in Ribbon Mode

***A.** Quick Access Toolbar* ***B.** Menu **C**. Ribbon **D.** Navigation Pane (Bookmark Panel displayed)*
***E.** Status bar* ***F.** Document Pane*

As shown above, Foxit Reader generally contains three toolbars in Ribbon Mode, i.e. Quick Access Toolbar, Menu Bar and Ribbon Bar.

- **Quick Access Bar**: shows the basic tools, such as Open, Save, Print, etc. You can add or replace the tools so as to ensure that the commonly used ones are close at hand.
- **Menu Bar**: shows the major menus of Foxit Reader, being classified as File, Home, Comment, View, Form, Protect, Share and Help.
- **Ribbon Bar**: categorizes the tools by groups according to the function of the tools.

About Menu Bar

File Menu

File Menu gives you quick access to many of Reader's most important tasks, including Open, Create, Save, Save as Close, Print and Exit. From this menu, you can also view the properties of Reader, set preferences and access a list of the most recent documents you have been worked on.

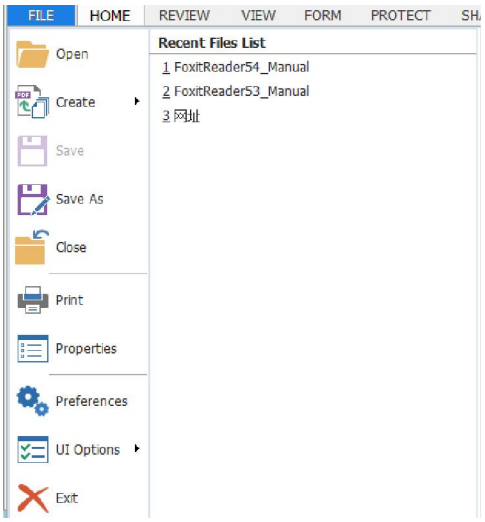


Fig. 3 File Menu

Home Menu

Under the Home Menu are PDF signature tools, Zoom tools, PDF creation tools and Insert tools.

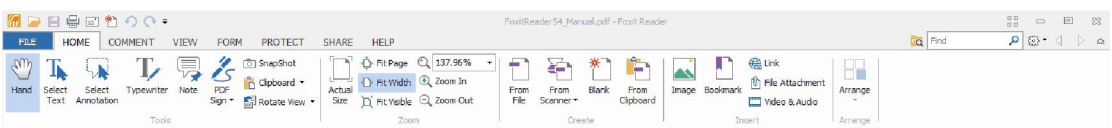


Fig. 4 Home Menu

Comment Menu

Comment Menu generally provides commenting tools (including Text Markup tools, Typewriter tools, Drawing tools and comment management tools), measurement tools and stamp tools.

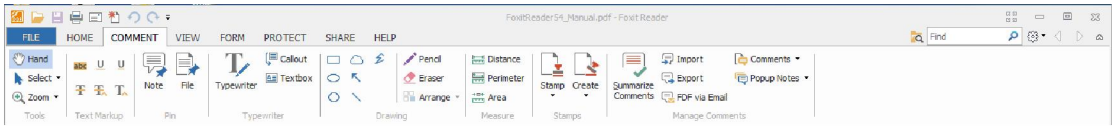


Fig. 5 Comment Menu

View Menu

Under the View Menu, you can get the “Go to destination” tools, viewing mode tools (including Read Mode, Reserve View, Text Viewer), Magnification tools, Read Out Loud tools, Page Display tools and View Setting Tools.

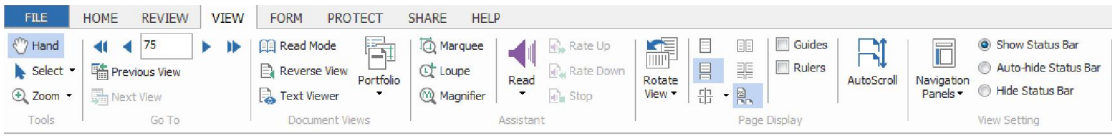


Fig. 6 View Menu

Form Menu

You may find Form Data under Form Menu, with which, you can import & export forms, reset forms or email forms.

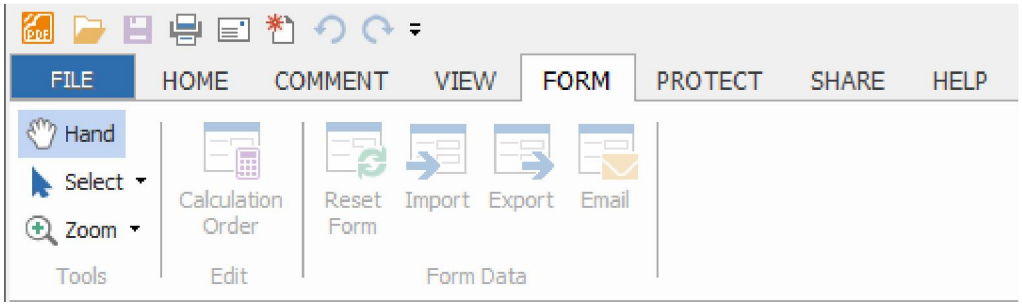


Fig. 7 Form Menu

Protect Menu

Protect Menu includes Signature tool and signature validation tool. You can digitally sign document or validate the signature with these tools.

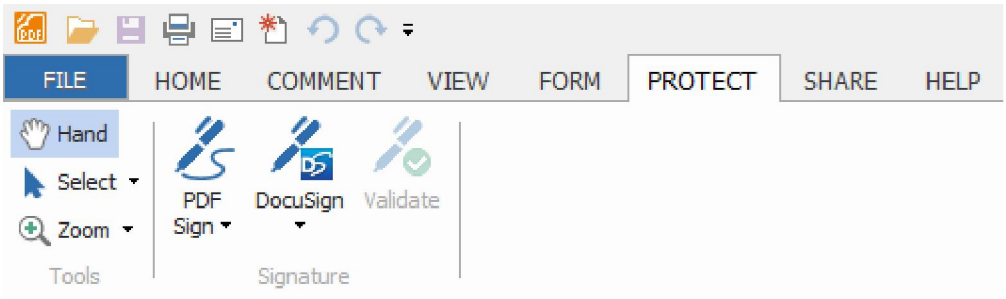


Fig. 8 Protect Menu

Share Menu

Under the Share Menu, you can find tools to share documents to Evernote, Facebook or Twitter or send them via Email. Besides, SharePoint service tools which allow users to seamlessly check out and check in PDF files located on SharePoint Server nest under this menu as well.

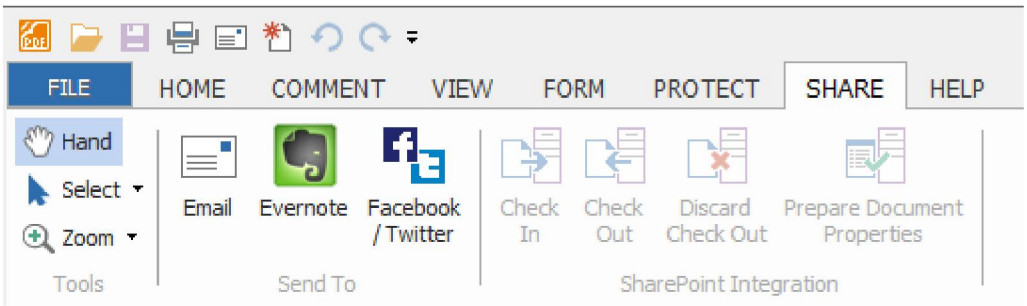


Fig. 9 Share Menu

Help Menu

The Help Menu contains Help tools which enable you to report error, get User Manual and the Command Line instruction. Also, under this menu, you can check for update, set Foxit Reader as the default PDF Reader, learn more about Foxit and check the plug-in installed.

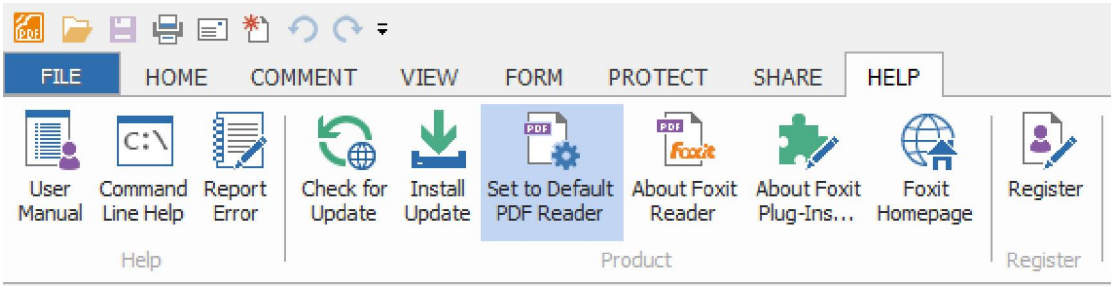
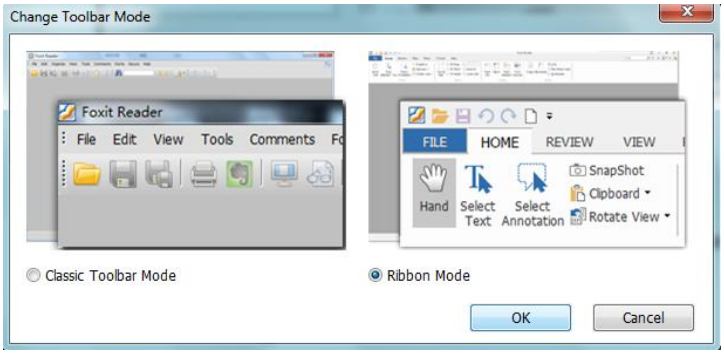


Fig. 10 Help Menu

Changing Toolbar Modes

- To change from Classic Toolbar Mode to Ribbon Mode, please choose View > UI Options > Change Toolbar Mode > Ribbon Mode > OK.
- To change from Ribbon Mode to Classic Toolbar Mode, please choose File > UI Options > Change Toolbar Mode > Classic Toolbar Mode > OK.



Note: The feature can be effective after restarting Foxit Reader.

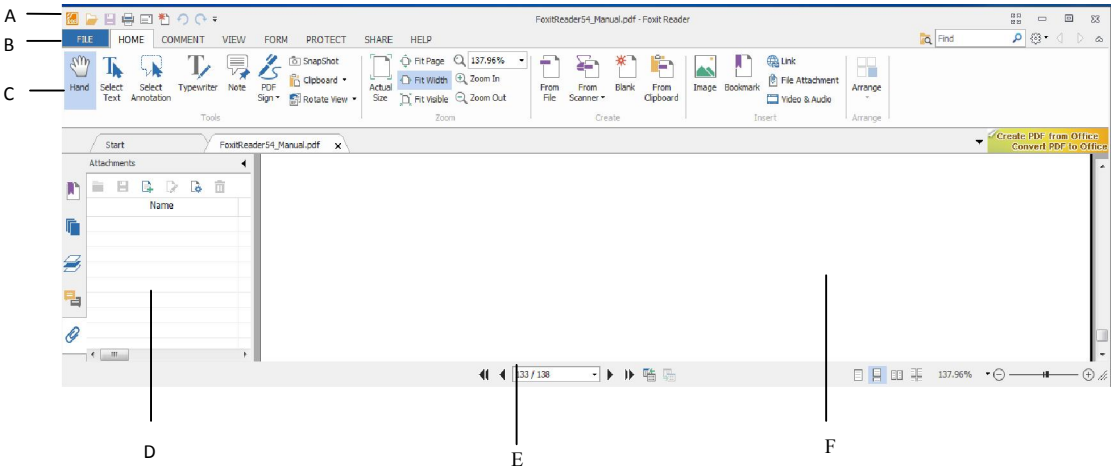
Work Area

Foxit Reader opens in two different ways: on its own (as a standalone application) and in a web browser. The associated work areas slightly differ.

The Foxit Reader work area includes a document pane that displays PDFs and a navigation pane on the left side that helps you browse through the current PDF. Toolbars near the top and bottom of the window provide other controls that you can use to work with PDFs, including toolbar pane, menu bar and status bar.

The Work Area for PDFs Open in the Application

- Double-click the Foxit Reader icon on the desktop to start this program
- Choose File > Open, navigate to and select any PDF on your computer, and click Open.

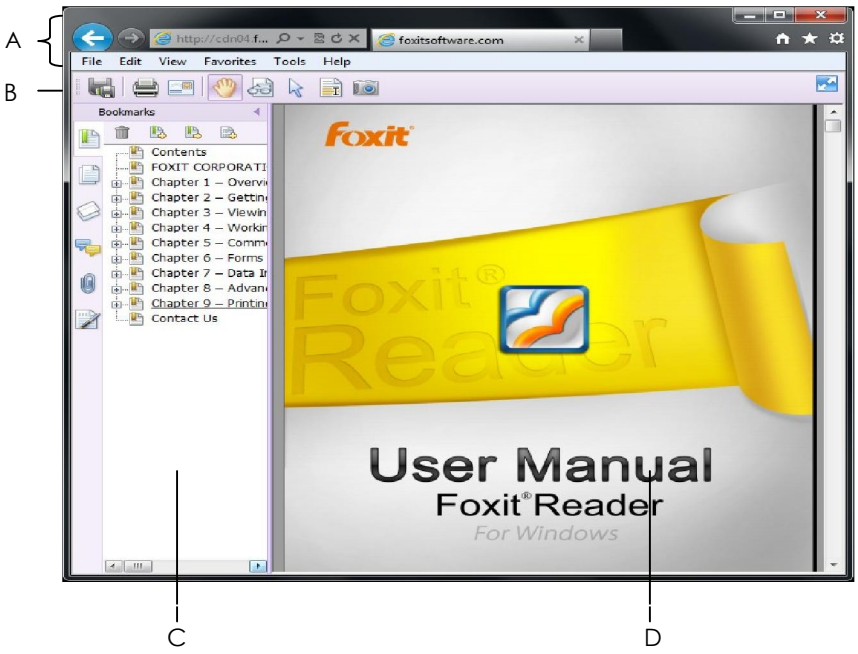


User Interface in Ribbon Mode

***A.** Quick Access Toolbar **B.** Menu **C**. Ribbon **D.** Navigation Pane (Bookmark Panel displayed) **E.** Status bar **F.** Document Pane*

The Work Area for PDFs Open in a Web Browser

- Open a web browser application.
- Select a PDF anywhere on the Internet and click the link.
- The PDF will be opened by Foxit Reader directly in the web browser.



PDF Open in a Web Browser

A. Web browser application menu bar and buttons

B. Foxit Reader toolbars

C. Navigation Pane (Bookmark panel displayed)

D. Document pane

Setting the Skin

This feature offers five skins so that you could change the appearance of the software.

To set the appearance of Foxit Reader, please choose File > UI Options > Change Skin:

Customizing the Work Area

As you get acquainted with Foxit Reader, you can set up your Reader work environment. The more you learn about its potential, the more you can take advantage of its features, tools, and options.

There is much more to the application than you see at first glance. Foxit Reader has hidden tools and preferences that can enhance your experience and give you greater control over how your work area is arranged and displayed.

There are two modes available in Foxit Reader: Classic Toolbar Mode and Ribbon Mode, two of which differ a bit in User Interface. Therefore, work area customization varies accordingly.

Customizing Working Area in Classic Toolbar Mode

In Classic Toolbar Mode, you can choose to show or hide Menu Bar and toolbars. Also, locking and moving toolbars is accessible in this mode. Please refer to the introductions below for details.

- **About Menu Bar**

Generally speaking, it is a good idea to keep the menu bar visible so that it is available as you work. However, some users prefer to have as much space in Foxit Reader as possible. To get rid of Reader menus temporarily, you should click View > uncheck Menu Bar.

You can temporarily display the Menu Bar again by right-clicking the toolbar and checking Menu Bar.

- **About Toolbars**

Foxit Reader enables you to change the appearance of the tools to suit your needs and working style. You can add and delete buttons on the existing toolbars so that only the commands you use most often will be displayed. To learn more about it, read the explanation below.

Toolbars open by default

***A.** Basic toolbar* ***B**: Go To Destination toolbar* ***C**. Cursor Status toolbar*

***D**. Find toolbar **E**. View toolbar* ***F**. Create PDF toolbar* ***G**. Comments toolbar*

Any toolbars can float or be docked. Docked toolbars appear in the toolbar area. Floating toolbars appear as independent palettes that you can move anywhere in the work area.

1. Showing or Hiding Toolbars

✧ To hide all toolbars, choose View > Toolbars > Hide Toolbars, or press the hotkey F8 on your keyboard.
✧ To show all toolbars, choose View > Toolbars > Show Toolbars, or press the hotkey F8 on your keyboard.
✧ To open a toolbar, choose View > Toolbars > [toolbar name].
✧ To hide a toolbar, please do one of the following:
A. Right-click the toolbar area or choose View >Toolbars, and uncheck the toolbar you want to hide.
B. Drag the toolbar you want to delete from its grabber bar to the document pane, click the "Close" button at the top right corner of its title bar to hide it.
✧ To change the visibility of several toolbars, please go to Edit > UI options > Customize Toolbars, and then select and deselect the toolbars. A checkmark next to the toolbar name indicates that the toolbar is currently visible.

2. Locking Toolbars

You can lock toolbars to prevent them from being moved. This feature is quite practical to prevent users from accidently dragging a menu out of place.

To lock or unlock the toolbars, please right-click the toolbar and choose Lock/Unlock All Toolbars.

3. Moving Toolbars

- ✧ To rearrange the docked toolbars, use the toolbar grabber bars to drag them from one position to another.
- ✧ To float a docked toolbar, drag it by its grabber bar from the toolbar area.
- ✧ To move a floating toolbar, drag it by its title bar to another location in the work area.

- ✧ To dock a floating toolbar, double-click its title bar or drag it by its title bar to the toolbar area.
- ✧ To move all floating toolbars to the toolbar area, choose View > Toolbars > Reset Toolbars.

Note: *To move a toolbar, drag the grabber bar* *at the left edge of the toolbar.*

- **Showing or Hiding Ask Search Button**

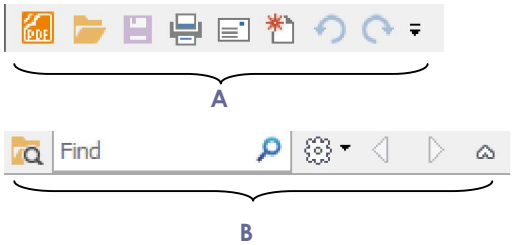
To hide or show the Ask Search Button, choose File> Preferences > Internet Search, and check or uncheck the option “Hide Ask.com search button”.

Customizing Working Area in Ribbon Mode

In Ribbon Mode, tools are grouped by tasks. In this mode, Foxit Reader generally divides the toolbars into Quick Access Bar, Menu Bar and Ribbon.

- **About Toolbars**

Generally, the toolbars in Ribbon Mode include Quick Access Toolbar, Search Toolbar and Feedback and Share Toolbar.



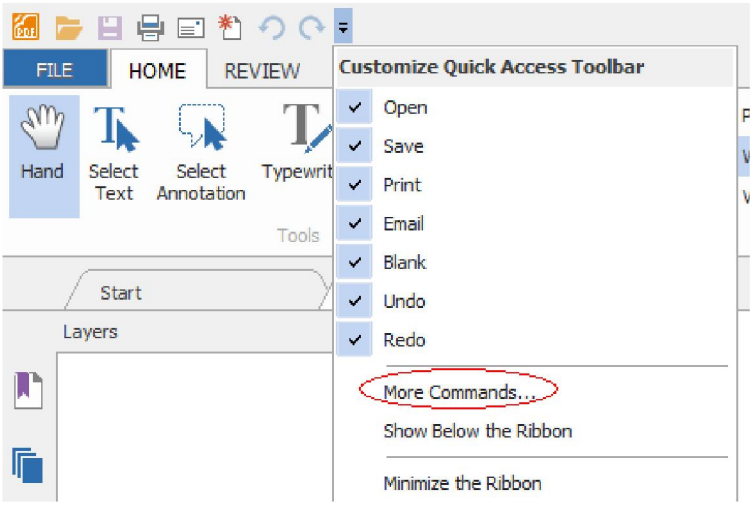
A: Basic Toolbar B: Search Toolbar

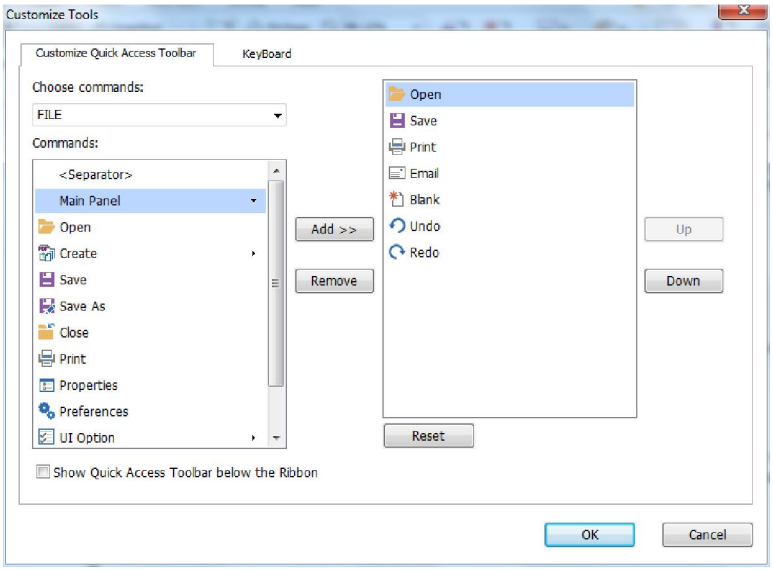
1. Adding Quick Access Toolbar

Quick Access Toolbar displays all your bookmarked tools. You can add tools that will let you view and search content easily to your Quick Access Toolbar. This is another way for you to arrange and manage all the tools.

To add quick access toolbar, please follow the steps bellow:

- Click ▼ on the quick access toolbar, and select More Commands shown as below.





- Select the tools or separators you preferred to be shown on Quick Access Toolbar and add them to the Quick Access Toolbar list. Click **Up** or **Down** to arrange the tool order and then click OK.

To return toolbars to default configuration, please click on the Quick Access Toolbar, choose More Commands and click Reset on the pop-up context or press Alt+F8.

2. Working with Toolbar in Ribbon Mode

- To collapse/expand a toolbar classified by the toolbar tab, please click or at the upper right corner.
- If you want to use a tool after collapsing the toolbar, you can click the menu and then choose the tool in the ribbon. When using the selected tool on PDFs, the toolbar will be collapsed again automatically.

Setting Preferences & Viewing Properties

Setting Preferences

Although Foxit Reader is customizable, some of the customizable features may be difficult to find. After reading this section, you will find out how useful having your own preferences can be, and how simple it is to set up your own preferences.

To set preferences in Foxit Reader, please choose File > Preferences.

Note: You can use the arrow keys or Tab key to switch between different preference settings.

Accessibility

Document Colors Options
A. Replace Document Colors: Check to activate other options to change the document colors.
B. Use Windows Color Scheme: Sets document colors according to the color scheme of your Windows preferences.
C. Custom Color: Changes the color of Page Background and Document Text.
D. Only change the content in Black/White color: Changes only the Black/White text and leaves the colored text unchanged.

Commenting

A. Pop-up Opacity: Sets the opacity of popup notes for annotation tools.
B. Author: Sets the author of comments (usually defaulted by system).
C. Pencil Setting: Sets Pencil preference while making comments.

Create PDF

Create PDF feature allows users to set the Page Size of PDF to be created.

A. Fixed Size: Sets the size and direction of PDF through drop-down list.
B. Custom: Customizes the Page Size of PDF to be created. You can select the units first and then set the width and height of page as needed.

Documents

The Document of the Preferences dialog provides several ways to browse PDF documents.

- **Open Setting**
  1. Allow Multiple Instances: Creates a new Foxit Reader window when double-click to open a PDF file.
  2. Allow document to Hide the menu bar/toolbars: Opens PDF file without menu bar and toolbars. This option is checked by default.
  3. Alert when document requests Full Screen: A message box will pop up to confirm the operation when opening a PDF which has been defined to be opened in full screen mode.
  4. In Web Browser, display PDF in Read mode by default: Opens a PDF in Read Mode automatically in web browser.
  5. In Foxit Reader, please choose the mode for displaying PDF file: Display the PDFs in Read Mode or Full Screen Mode or normal way automatically when opening PDFs with Foxit Reader.
- **Close Setting**
  Show the prompt message before closing all tabs: When you close a window with multiple tabs, Foxit Reader will ask you to confirm your choice. This prevents you from accidentally closing the whole window when you intend to close only the current tab.
- **Measurement Units**
  Sets unit of page dimensions given in the status bar and print dialog

File Associations

This option allows users to set the default PDF Viewer.

- Make Foxit Reader the default PDF Viewer:

1. Always perform check when starting Foxit Reader: If the default PDF viewer is not Foxit Reader, a message box will appear for the options to set it as your default viewer every time you run Foxit Reader.
2. Include browser when setting default PDF viewer: shows browser when setting default PDF viewer.
3. Include preview when setting default PDF viewer: shows preview of PDF viewer when setting default PDF viewer.
4. Include thumbnail when setting default PDF viewer: shows the thumbnail when setting default PDF viewer.
5. Make Default PDF Viewer: Makes Foxit Reader as defaulted PDF viewer.

6. Restore a previously associated application as default PDF Viewer (if still installed): Restore the last PDF viewer to be the defaulted one.
7. Restore File Associations: Restores settings in File Associations.

Forms

The form tab enables you to set the preferences of the interactive form display.

- Always hide document message bar: You can decide whether to show or hide the document message bar that appears below the toolbar area when opening an interactive PDF form.
- Highlight all fields: You can either highlight all fields or choose to highlight required fields to your needs. You also can click the color panes next to change the highlight color.
- Enable Autocomplete: when filling an interactive PDF form this feature auto-fills the field by predicting input based on the first few keystrokes typed based on any previously entered words.
- Email: You can edit the email title and contents which will be sent with the PDF form.

Full Screen

- Full Screen Navigation
  A. Select to show Scroll bar, Status bar, Tab bar or Navigation Panels in Full Screen mode.
  B. Show Exit Button – Check or uncheck this option to show or hide Exit Button in Full Screen mode.
  C. One page at a time – Displays a single page at a time in Full Screen mode.
  D. Left click to go forward one page; right click to go back one page -- Lets you page through a PDF document by clicking the mouse. You can also page through a document by pressing Space, Shift + Space, or the arrow keys.

- Full Screen Appearance

  Background – Click the color pane and choose the color you like to be the background color in Full Screen mode.

- Full Screen Transitions
  Foxit Reader supports page transition in Full Screen mode. There are 11 transition types: Split, Blinds, Box, Wipe, Dissolve, Glitter, Fly, Push, Cover, Uncover and Fade. Also, you could set the direction for the transition.
  A. Ignore all transitions: Check to ignore page transition in Full Screen mode.
  B. Default transition –Choose page transition for one document in the drop-down window.
  C. Direction - Set the direction for the transition.

General

The General Preferences setting provides options on Toolbar Settings, Snapshot Selection, Printer, Text Link, Tab Bar, etc.

- **Basic Tools**
  A. Use fixed resolution for snapshots - Sets the resolution used to copy the image captured with the Snapshot tool. Automatically uses 72 pixels as default resolution.
  B. Create links from URLs - Detects the text links in PDF documents and change the non-clickable links into clickable ones.
  C. Minimize to system tray - You can save space on your task bar by minimizing the Foxit Reader to system tray. Check it to minimize Foxit Reader to system tray when you click the Minimize button.
  D. Screen word-capturing - Check it to turn on this function that enable you to use your mouse to capture words inside a PDF file and have it translated if you are using dictionary software.
  E. Make Hand Tool select text - Check it to enable hand tool to become text selection tool when moving it to the selectable content.

- **Printer**
  Print Texts as graphics (ignore font substitution) – Sets the text font as graphics and printout fonts are exactly the same as the text fonts. Automatically allows quick print where Printer Font is substituted.

- **Tab Bar**
  Max tab size – Allows you to specify a maximum tab size.

- **Menu & Status Bar**
  A. Menu Exclusive Row – This option is checked by default.
  B. Auto-hide Status Bar – Hides the status bar when opening a PDF, and enables it to float at the bottom of the page only when the cursor is moved to the bottom.

- **Application Startup**
  Show Start Page: Check it to show the start page when running Foxit Reader.
  Show Advertisement: Check it to show advertisement on the start page.

History

- **History**
  A. Restore last section when application starts: Determines whether documents start automatically with the last viewed section.
  B. Restore last view settings when reopening: Determines whether documents open automatically with the last viewed settings.
  C. Maximum number of documents in history list: Sets the maximum number of PDF documents you read in history list. The default is 50 PDF documents.
  D. Maximum number of documents in recently used list: Sets the maximum number of PDF documents you read recently in “File” pull-down menu. The default is 4 PDF documents.

Note: Foxit Reader allows users to set "maximum number of documents in history list" and "maximum number of documents in recently used list" to 0.

Internet Search

- Hide Internet search pop-up bar and allow searching by dragging: Check to hide the Internet search pop-up bar appears at the top right corner of the selected text when you are selecting text.
- Disable Internet search by drag but use pop-up bar: Select to disable Internet search by drag but use pop-up bar. In this case, drag the selected text will not perform a search on the Internet.
- Hide Ask.com search button: Check it to hide Ask.com search button on the toolbar.

Languages

Foxit Reader provides the commonly used languages to meet customers' needs to the upmost. Usually, Foxit Reader will automatically choose the language applied to your OS as its default during your installation. But changing languages after installation is supportable.

To change language after installation, please follow the steps below:

- Choose File>Preferences>Languages
- Select Choose custom language.
- Select the language in either Official Language or Translated by Community.
- Click the website in the pop-up window to download the language package and Foxit Reader will automatically install the language.

See also "Switching UI Languages".

Page Display

The Page Display panel of the Preferences dialog box includes the following options:

- Page Display

A. Default Page Layout: You can view PDFs in following layouts:
   a) Single Page -- Displays one page at a time, with no portion on other pages visible.
   b) Continuous -- Displays pages in a continuous vertical column that is one page wide.
   c) Facing -- Displays each two-page spread with no portion of other pages visible.
   d) Continuous Facing -- Displays facing pages side by side in a continuous vertical column.

See also "Changing the Page layout".

B. Display transparency grid: Displays a grid behind transparent objects.
C. Custom Facing: The Default Facing for page layout is 2 pages. You can check the Custom Facing box and set the facing layout to your own preference.
D. Custom Margin: Sets the margins between different pages with Facing or Continuous Facing page layout. The default is a margin of 8 pixels.
E. Smooth Text: Optimally adjusts text display that best suits your monitor.
F. Use Logical Page Numbers: Open PDFs with the logical page numbers.

- Magnification

A. Default Zoom: Sets the magnification level for PDF documents when they are first opened. This value overrides document settings. The default uses the settings of the PDF document.
B. Forbid the change of the current Zoom factor during execution of 'Go to Destination' actions (these actions can be launched from bookmarks): Check to forbid user to change the current Zoom factor during execution of 'Go to Destination'.

See also "Changing the Magnification Level of a Document".

Reading

- **Page Vs Document**

  This preference determines how much of a document is delivered to a screen reader at a time. If a PDF isn't tagged, Foxit Reader may analyze the document and attempt to infer its structure, which can take a long time for a long document. You may want to set Foxit Reader to deliver only the currently visible page so that it analyzes only a small piece of the document at a time. This consideration will vary depending on the size and complexity of the document and on the features of the screen reader.

A. Only read the currently visible pages - This option is usually best when using a screen magnifier. It improves performance by eliminating the need for the software to process parts of the document that aren't visible. When Foxit Reader sends only the currently visible pages of a PDF to the memory buffer, the assistive technology has access to those pages only. It cannot go to another page until the next page is visible and Foxit Reader has sent the page information to the memory buffer. Therefore, if this option is selected, you must use the navigation features of Foxit Reader, not those of the assistive technology, to navigate from page to page in the document. You should also set the Default Page Display option in preferences to Single Page if you choose to have Reader send only the currently visible pages to the assistive technology.
B. Read the entire document - This option can be best if you use a screen reader that has its own navigation and search tools and that is more familiar to you than the tools in Foxit Reader.
C. For large documents, only read the currently visible pages - This option is selected by default and is usually best if you use a screen reader with long or complex PDFs. It allows Foxit Reader to deliver an entire small document but revert to page-by-page delivery for large documents.

- **Minimum number of pages in a large document**

When the “For large documents, only read the currently visible pages” option is selected, it allows you to set this minimum value.

Signature

- Verify signatures once the document is opened.

Speech

- Volume: Sets the reading volume of Read out Loud.
- Use default voice: Check it to read content with default language, or you can select the required one from the combo box.
- Use default speech attribute: Check it to read with default pitch and rate, or you can uncheck it and then set pitch and rate in the combo box as needed.
- Read comments: Check it to enable the application to read out the comments when executing Read out Loud.

Spelling

- Enable spell check: Check “Enable spell check” to avoid spelling error.

Trust Manager

Please refer to “Trust Manager”

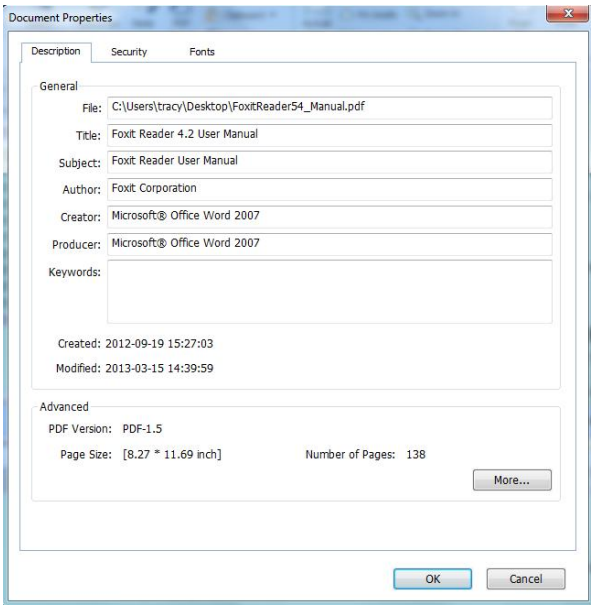
Updater

- Automatically install updates (only for the patch): The system will automatically download and replace the original files in the installation folder when there is a new version.
- Automatically download updates but let me choose when to install them (Default): The system will automatically download and display a message informing you of the upgrade and allow you to choose to upgrade to the new version. This option is checked by default.
- Do not download or install updates automatically: Never download or install updates automatically.

Viewing Properties

The Properties dialog box provides information about the document, including the document’s location, title, subject, author, fonts used, security settings, etc. This dialog box also displays attributes set by other programs.

To view the PDF properties, please choose File > Properties. You can acquire all relevant information as follows:



Description Tab of Document Properties Dialog Box

Description

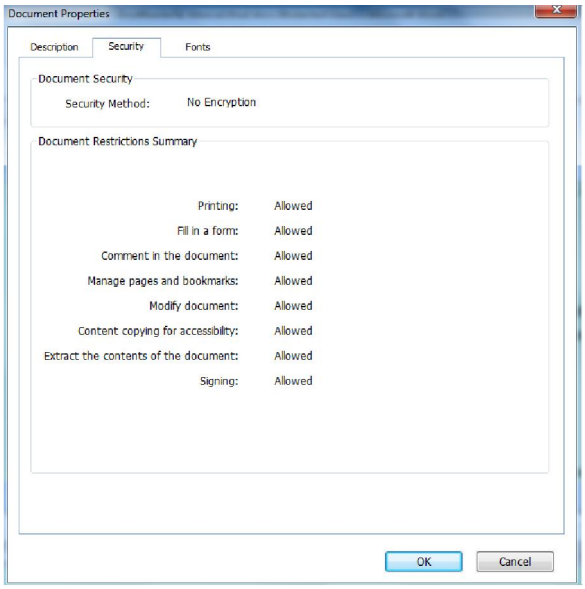
This tab shows some basic information about the document. The title, author, subject, and keywords may have been set by the person who created the document in the source application.

- File—The location of the document.
- Title -- A general or descriptive heading of the document.
- Subject -- The principal idea and point of the document.
- Author -- The writer of the document.
- Creator -- The application that produced the original document.
- Producer -- The application or driver that converted the original document into a PDF document.
- Keywords -- The words that are used to reveal the internal structure of an author's reasoning.
- Created -- The date and time the document was created.
- Modified -- The date and time the document was last modified.
- Advanced -- This area shows the PDF version, the page size, number of pages.

Security

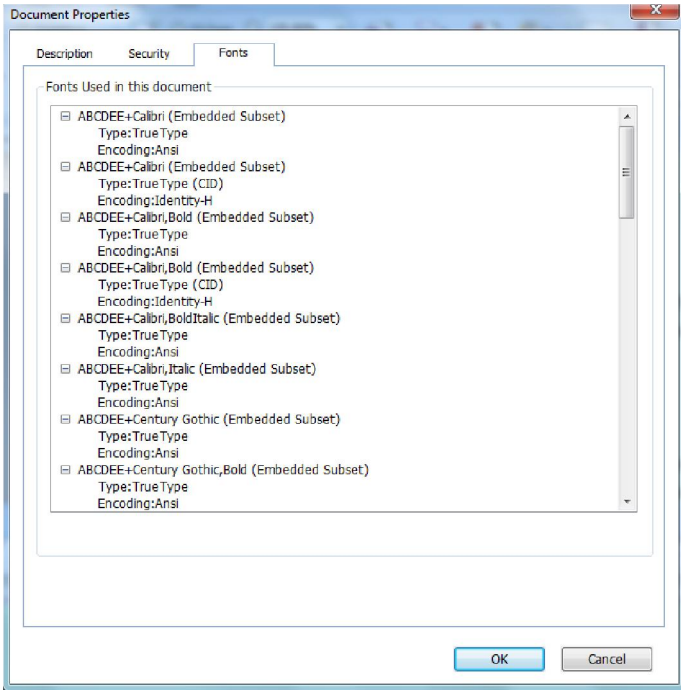
The Security tab describes what changes and functionality area allowed within the PDF. If a password, certificate, or security policy has been applied to the document, the method is listed

here. Changing security setting is not allowed in Foxit Reader.



Fonts

The Fonts tab lists the fonts and the font types used in the original document, as well as the encoding used to display the original fonts.



Fonts Tab of the Document Properties Dialog Box

About Navigation Pane

The navigation pane, located next to the document pane, can display different navigation panels, including Layer panel, Attachments panel, Pages panel, Comments panel, and Bookmarks panel. Please note that the navigation pane is unavailable when Foxit is open but empty (no PDF is open).

The buttons on the left side of the navigation pane provides easy access to various panels, such as the Bookmarks panel button , the Pages panel button , and the Layers panel .

- To show the navigation pane, choose View > Navigation Panels > Show Navigation Panels, or use keyboard shortcut F4.
- To open a navigation panel, you can either click its button on the left side of the navigation pane, or choose View > Navigation Panels > [navigation panel name].
- To close the navigation pane, choose View > Navigation Panels > Hide Navigation Panels, or use keyboard shortcut F4, or right click on title of the navigation panel and select Hide Navigation Panels.

Tip: *To show or hide the navigation pane, you can also click on the* *button at the top right corner of the navigation pane.*

Adjusting the Navigation Pane

Like the toolbars, the navigation panels can be docked in the navigation pane or they can float anywhere in the work area of Foxit Reader. You can choose to hide or close the panels that you don't need and open the ones you do. What's more, you can also adjust the width of the navigation pane easily.

1. Viewing a Panel in the Navigation Pane

By default, all the panels dock in the navigation pane with a set of panel buttons appearing on the left side of the work area.

Do one of the following:

- Select the button for the panel on the left side of the navigation pane.
- Choose View > Navigation Panels > [panel name].

2. Changing the Display Area for Navigation Pane

- To change the view area of the navigation pane, drag its right border to adjust the width.

- To minimize or maximize the navigation pane, click on the button at the top right corner of the navigation pane.

3. Docking or Floating a Navigation Panel

- To float a navigation panel, drag the panel button into the document pane.
- To move a panel, drag it by its panel button to another location.
- To dock a floating panel, double-click its title bar.
- To group two floating panels, drag the title bar of one panel into the other floating panel.
- To dock multiple floating panels, choose View > Navigation Panels > Dock All Panels.

Customizing Shortcut Keys

People's habits using the keyboard are different and the familiarity to the buttons on a keyboard is distinct. The intellectualized Foxit Reader allows you to customize the shortcut keys according to your habit, which enables you to use the shortcuts more convenient than before.

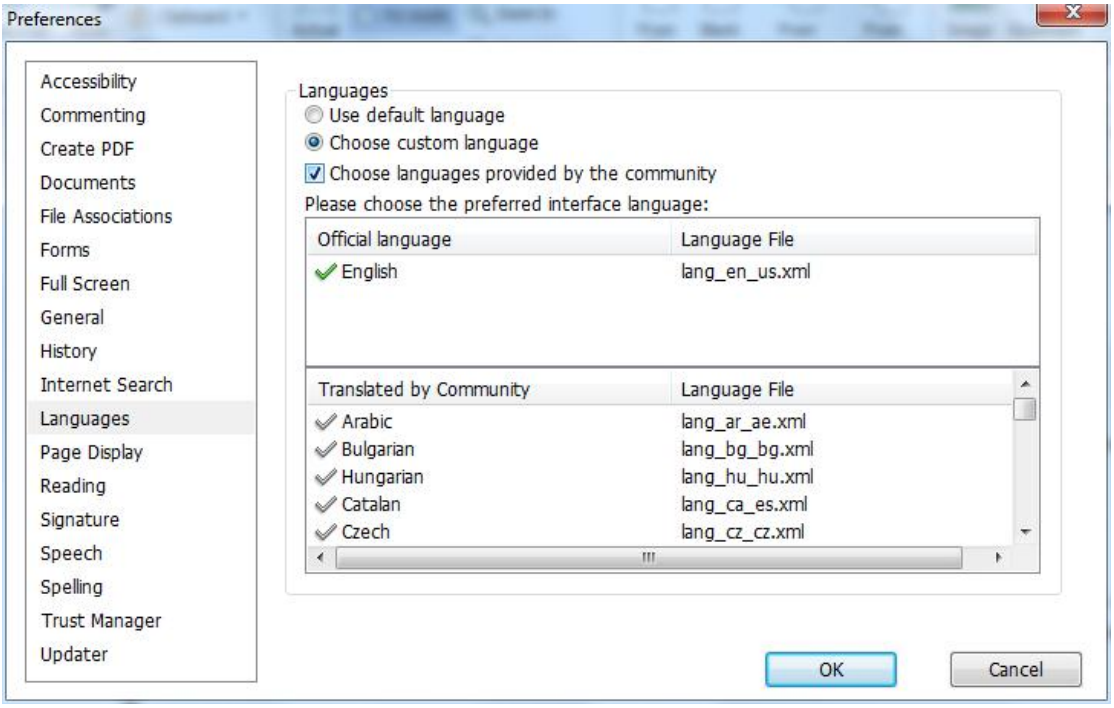
To customize toolbars, please follow the steps below:

- Click on Quick Access Toolbar >select More Commands. In the popup Customize Tools dialog box, select Keyboard tab.
- Choose the tool's category in the Categories list and the action in the Command list.
- Input the appropriate shortcut with your keyboard. Click Assign to apply the shortcut. If you want to change the shortcut, just input the new one to replace it directly. The Reset All button can recover the default setting.

Note: The shortcut keys that have already being used cannot be reassigned. A message under the input tab will show you whether the shortcut key has been used by another command.

Switching UI Languages

To change the UI language of Foxit Reader, please go to File>Preference> Language



- Use default language—Makes English as the UI language.
- Choose the custom language—Selects your localized UI language from the list.
- Choose language provided by the community—Selects the language translated by volunteers on Foxit multi-language translation system.

When switching UI language, you may meet one of the following cases:

- If the UI language package exists on your computer, the UI will be switched in a flash into the language you selected.
- If you don't have the UI language package on your computer but available on Foxit server, a prompt message will pop up asking you whether or not to download the language kits.
- If the UI language package is unavailable on Foxit server, a prompt message will pop up giving you a notice that you can get the UI language package on our website. In addition, you can also help us to do some translation so that we can localize Foxit Reader into your own language. To visit our multi-language translation system, please click here.

Chapter 3 – Viewing PDFs

Once the Foxit Reader is properly installed, you can open and view PDF files easily. When you have a PDF open, you can also adjust the view of the document, find text in it, email to others, etc.

Opening & Saving & Closing PDFs

Opening Documents

You can open and view PDFs in Foxit Reader from the desktop, or in a web browser.

Opening a PDF document in Foxit Reader

Start in the Start Page to Foxit Reader Window

When you open Foxit Reader, a Start Page will be opened by default, which introduces some product information of Foxit.

If you do not want to show the start page, please go to File > Preferences > General > Application > Startup > uncheck Show Start Page.

Opening a PDF Document in Foxit Reader

Do one of the following:

- Choose File > Open, or click the Open button on the Quick Access Toolbar. In the Open dialog box, select the file and click Open. PDF documents are usually identified with .pdf extension.
- Drag and drop the PDF file into the Foxit Reader window.

Note: *You can open more than one PDF document within the same Foxit Reader application. When you open more than one file at a time, you can navigate the PDF files easily by clicking the corresponding tabs. If you only open one PDF, the tab will not be shown.*

Opening a PDF Document from Desktop or within Other Applications

If you set Foxit Reader as your default viewer for PDF files, you are able to launch and open PDF files in the following applications:

- Email Application: In most email applications, you can double-click the attachment icon to open the document.
- Web Application: You can open a PDF document by clicking on the PDF file link in your web browser.
- File System: Double-click the PDF file icon in your file system.

Note: *You can see the size of the opened document at the bottom right corner of the window. For example*

. To sets unit of page dimensions, please refer to "Measurement Units".

Opening a Secured PDF Document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing, editing, copying, etc.

- When opening a protected PDF, you will be prompted to enter the password.
- When trying to copy or edit a secured PDF, you will find that the related functions or tools are disabled and grayed out.

Retrieving Recently Opened Documents from within Foxit Reader

In "File" pull-down menu, you will be able to instantly retrieve recently opened documents. Foxit Reader provides a list of recently opened PDF documents. Just choose File and you can see the recently opened documents in Recent File List

Note: *To customize the number of document in recently used list, please refer to "Setting History Preferences".*

Saving Documents

Foxit Reader provides you with the power to do more when saving PDF documents. You can save a PDF document without additional usage rights in many different ways. If the file permissions allow, you can also save comments, form fields that you have added to a document, as well as save PDF contents in text format.

Saving a Copy of a PDF

- Choose File > Save As.
- In the Save As dialog box, enter the filename and location, and click Save.

Saving Comments and Form Field Entries

Do one of the following:

- Choose File > Save
- Choose File > Save As > enter the filename and location > Choose Document and Annotations in Save What field > click Save.

Saving a PDF as a Text File

- Choose File > Save As…
- Choose TXT Files (*.txt) from the Save as type field in the Save As dialog box.
- Click Setting beside Save what field to choose the content range:
  A. Save whole document – save the whole document as a text file.
  B. Save current page – only save the current page you are reading as a text file.
  C. Save page in range – enables you to select pages as a text file.
- Enter the filename and location, and click Save.

Closing Documents

To close a PDF document, please do one of the following:

- Choose File > Close.
- Press shortcut key Ctrl + W.

Exiting Foxit Reader

To exit Foxit Reader, please do one of the following:

- Choose File > Exit.
- Click the big Close button on Foxit Reader application window.
- Press shortcut key Ctrl + Q.

Viewing Documents

Multi-tab Browsing & Single/Multiple Interface Mode

Foxit Reader provides three different ways for you to read PDF files: multi-tab browsing, single document interface mode, and multiple document interface mode.

Multi-Tab Browsing

The multi-tab browsing feature enables you to open multiple files in a single instance. If you already have a PDF open and then double-click another pdf file, it will be opened in the same window.

Opening a New Tab

To open a new tab, you can double-click a PDF file, select File > Open, or click the Open button on the toolbar.

Closing a tab

To close the current tab, you can do one of the following:

- Click the Close Tab button at the top right corner of the Tab Bar.
- Double-click on the Tab Bar.
- Click the middle button of the mouse on the Tab Bar.
- Right-click on a tab and choose Close Tab /Close Others/Close Left/Close Right.
- Select File > Close.

To close all tabs at the same time, click the Close button at the top right corner of Foxit Reader window, right-click on a tab and choose Close All, or select File > Exit.

Single Document Interface Mode

The single document interface mode enables you to open multiple instances of Foxit Reader. Foxit Reader will create a new window when you double-click to open a new PDF file, which is very useful for viewing different files side by side.

- To enable single document interface mode, please go to File > Preferences > Documents > Open Setting > check the option of “Allow Multiple Instances”.
- To disable single document interface mode, please go to File > Preferences > Documents > Open Setting > uncheck the option of “Allow Multiple Instances”.

Multiple Document Interface Mode

The multiple document interface mode sets multiple documents under a single parent window, as opposed to all windows being separated from each other (single document interface).

- To enable multiple document interface mode, please go to File > Preferences > Documents >

Open Setting > uncheck “Allow Multiple Instances” option.

- To disable multiple document interface mode, please go to File> Preferences > Documents > Open Setting > check “Allow Multiple Instances” option.

Text Mode & Reade Mode

Text Mode

With Foxit Text Viewer, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the texts scattered among images and tables, and acts like Notepad. Also, you can adjust some settings to meet your needs.

Entering Text Mode

Do one of the following:

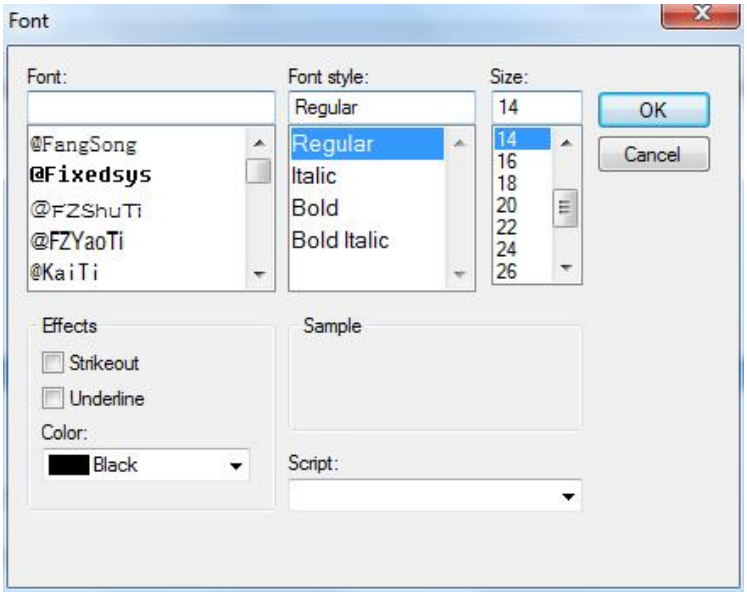
- Click the Text Viewer icon on the Basic Toolbar.
- Press the shortcut key Ctrl+6.

Customizing Text Viewer

As soon as Text Viewer is activated, you can use the Text Viewer Toolbar to customize your own work area. This Toolbar is set to be invisible by default.

1. Changing text font when reading with Text Viewer

- Right-click on the text, choose Font Setting from the Context Menu, and then select the Font option.
- Choose Font name, Font Style, Font Size, Effects, Color and Script from respective fields in Font dialog box. The suggested font for best screen display is Courier New.



Note: *You can change all aspects pertaining to text view font in the Font dialog box, or you can also use individual options on Context Menu to change font color and toggle between regular style and Bold or Italic styles.*

2. Toggling between regular style and Bold style

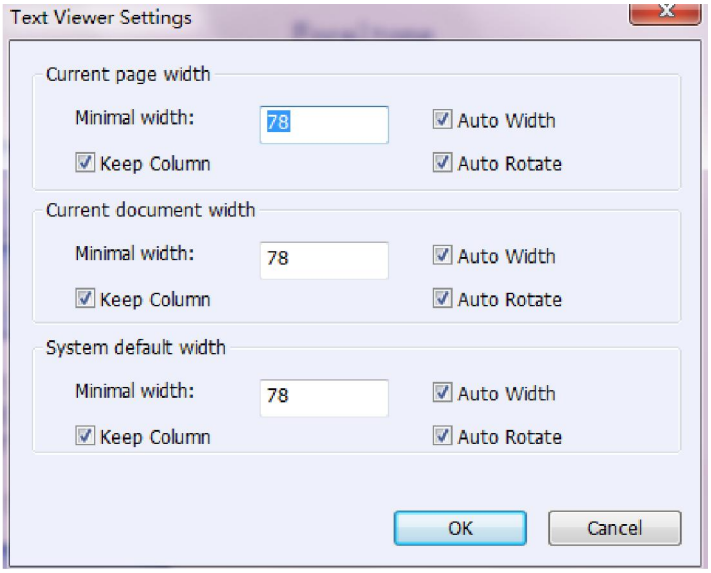
Select the text and right click on it. Choose Font Setting from the Context Menu, and then select the Bold option.

3. Toggling between regular style and Italic style

Select the text and right click on it. Choose Font Setting from the Context Menu, and then select the Italic option.

4. Changing Text Viewer settings

- Right-click the text, and choose Setting from the Context menu.
- The text Viewer Settings dialog box pops up.



- Below are the text viewer settings:

  A. Set page width at three different levels: Current page width, Current document width and System default width.
  B. Minimal width – The valid value for this field is 0-1024. It is set to 78 by default.
  C. Keep Column – For PDF tables or text columns, you can check Keep Column to retain appropriate column in text viewer mode. It is checked by default.
  D. Auto Width – For PDF tables or text columns, you can check Auto Width to keep proper width between texts automatically. It is checked by default.
  E. Auto Rotate – You can check Auto Rotate to ensure consistent orientation with that of the printer. It is checked by default.

Navigating in Text Viewer Mode

1. Going to the next or previous page

Do one of the following:

- Choose View and click ▶ or ◀ on the toolbar
- Click Previous Page ◀ or Next Page ▶ on the status bar.
- Put the cursor in the Document Pane, press the Left or Right Arrow on keyboard to move the pages up or down.
- Press the Space Bar or Shift + Space to move the pages up or down.

2. Going to the first or last page

Do one of the following:

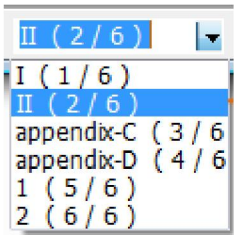
- Choose View and click or on the toolbar.
- Click the First Page icon or the Next Page icon on the Status Bar.
- Press the Home or End keys.

3. Going to a specific page

Do one of the following:

- Choose View > input the specific page number in Go To ribbon > press Enter.
- Input or select the specific page number on the Current Page Number Box on Status Bar, and press Enter.

Note: If the opened PDF document contains logical page numbers, Foxit Reader supports displaying the logical page numbers on the Current Page Number Box.



Changing the Magnification Level of a Document

Choose View > Zoom > Zoom In or Zoom Out. Or you can select a percentage as required on the context pane under Zoom.

Finding text in Text Viewer Mode

To find text you are looking for, follow the steps below:

- Press Ctrl + F.
- Type the text in the Find What field.
- Select the search options to limit your search:
  A. Match whole word only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  C. Include Bookmark—find text in Bookmarks also.

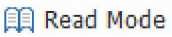
D. Include Comments—find text in comments also.

- Press Enter and Foxit Reader will jump to the first instance of the search term, which appears highlighted.
- Press Enter repeatedly shortcut key F3 to continue searching the next instances of the search term.

Read Mode

In Read Mode, the PDF will be displayed in a way that hides much of the interface, including navigation pane, toolbar, and status bar, to maximize the document display area. It enlarges the document pane, keeping users from wasting reading space, leaving the menu bar with user for necessary operations.

To read a document in Read Mode, please choose one of the following:

- Choose View > Read Mode  in the Document Views ribbon.
- Press the shortcut key “Ctrl + H” on the keyboard.
- Right-click the document pane > Read Mode.

In Read Mode, a basic toolbar floats at the bottom of the page. It offers some basic tools, such as save, print, zoom in/out, etc. Please move the cursor to the bottom to activate the floating box.

If you open more than one PDFs, please press “Ctrl + Tab” on the keyboard to switch through them in Read Mode.

Read Out Loud

Read Out Loud is a Text-to-Speech (TTS) tool. It reads the text in a PDF aloud, including the text in comments and alternate text descriptions for images and fillable fields. With this feature, you can obtain information without viewing the pages, helping to effectively relief eyestrain. It also enables you to view other materials while listening to the content.
To use the Read Out Loud, please choose one of the following:

- In Normal Mode, please right-click the toolbar > choose Read, or go to View > Read out Loud.
- In Ribbon Mode, please go to View > Read tool > Read Current Page or Read from Current Page.

Set Reading Preferences

Please go to File > Preferences > Reading.

Page vs. Documents：

1. Only read the currently visible pages – Reads the visible page which is displayed in the current window.
2. Read the entire document – Reads every page of the document in order.
3. For large documents, only read the currently visible pages – If you open a large PDF, the system reads only current pages which are visible in the window.
4. Minimum number of pages in a large document – Sets the minimum number of pages. If the number of pages exceeds the setting number, the document will be defined as a large document.

Reading Actions

In Read Mode, some simple actions are offered for users to control the reading status, including read from current page, read current page, pause, stop, rate up, rate down, volume up and volume down.

To read the document, please follow the steps below:

- Choose View > Read tool

in Assistant ribbon.
- Choose Volume Up/Volume Down on the drop-down menu of Read tool to adjust the volume of reading.
- Click Rate Up/Rate Down to adjust the rate of reading.
- Click Pause from drop-down menu or Stop on the toolbar to pause or stop reading.

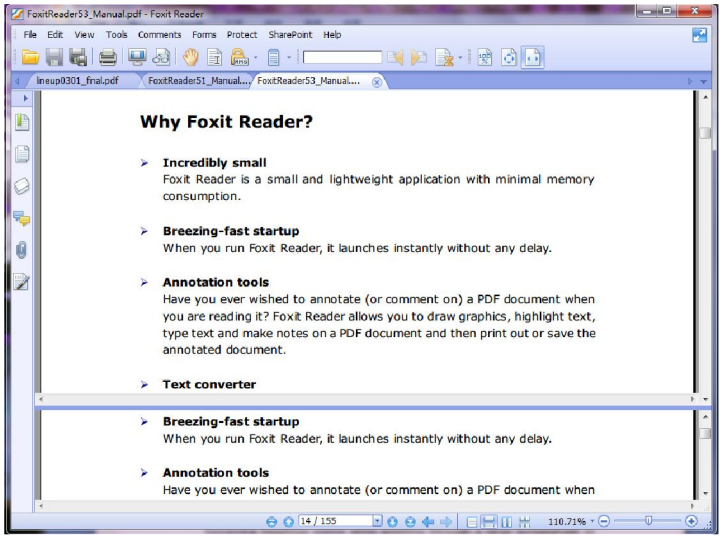
Read Out Loud uses the available voices installed on your system. If you have SAPI 5 voices installed from text-to-speech or language applications, you can choose them to read your PDFs.
Note: Read Out Loud isn't a screen reader, it may not be available in some operating systems.

Split View

Using Split View, you can view a PDF with the document pane divided into two panes (Split command) or four panes (Spreadsheet Split command).

- With the Split View, you can scroll, change the magnification level, or turn to a different page in the active pane without affecting the other pane(s).

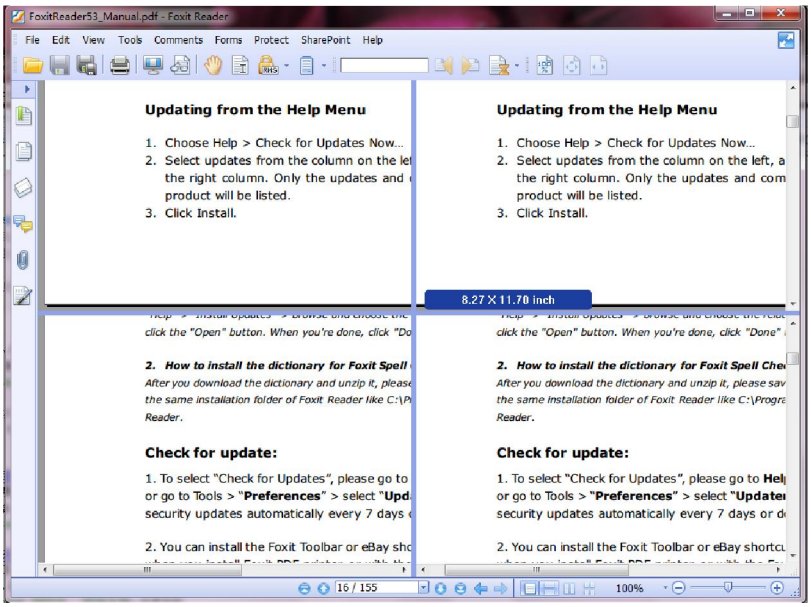
To change to Split View, choose View > click Split tool in Page Display ribbon > choose Split.


FoxitReader53_Manual.pdf - Foxit Reader
File Edit View Tools Comments Forms Protect SharePoint Help
Why Foxit Reader?
Incredibly small
Foxit Reader is a small and lightweight application with minimal memory consumption.
Breezing-fast startup
When you run Foxit Reader, it launches instantly without any delay.
Annotation tools
Have you ever wished to annotate (or comment on) a PDF document when you are reading it? Foxit Reader allows you to draw graphics, highlight text, type text and make notes on a PDF document and then print out or save the annotated document.
Text converter
Breezing-fast startup
When you run Foxit Reader, it launches instantly without any delay.
Annotation tools
Have you ever wished to annotate (or comment on) a PDF document when
14 / 155
110.71%

- The Spreadsheet Split view is useful if you want to keep the vertical or horizontal headings visible while scrolling through a large spreadsheet or table of the current page. In this mode, changing the magnification in one pane can make the magnification in all panes be changed in the same time. Also, scrolling is coordinated among the panes.

  Note: If you stay in the same page when scrolling horizontally, the above two spans which show the headings will not be scrolled. But if you scroll to the next page, the above spans will also skip to show the headings of the next one's. When scrolling vertically, the two panes in the same queue will be scrolled, while the panes next to them will not.

To change to Spreadsheet Split View, you should Choose View> click Split tool in Page Display ribbon > choose Spreadsheet Split.


FoxitReader53_Manual.pdf - Foxit Reader
File Edit View Tools Comments Forms Protect SharePoint Help
Updating from the Help Menu
1. Choose Help > Check for Updates Now...
2. Select updates from the column on the left, and the right column. Only the updates and com product will be listed.
3. Click Install.
Updating from the Help Menu
1. Choose Help > Check for Updates Now...
2. Select updates from the column on the left, a the right column. Only the updates and com product will be listed.
3. Click Install.
8.27 X 11.70 inch
Check for update:
1. To select "Check for Updates", please go to or go to Tools > "Preferences" > select "Upd security updates automatically every 7 days
2. You can install the Foxit Toolbar or eBay sho
Check for update:
1. To select "Check for Updates", please go to Hel or go to Tools > "Preferences" > select "Update security updates automatically every 7 days or d
2. You can install the Foxit Toolbar or eBay shortcu
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100%

Full Screen Mode & Fit the Window Mode

Full Screen Mode

In Full Screen mode, Foxit Reader Document Pane fills the entire screen, with Menu Bar, Toolbar, Status bar, and Bookmarks pane hidden behind. The mouse pointer remains active in Full Screen mode so that you can click links.

1. To set Full Screen preferences, please refer to "Setting Full Screen Preferences" .

2. To enter Full Screen mode, please do one of the following:

- Click the Full Screen button on the right of the Toolbar.
- Press the shortcut key F11.
- Right-click the Document Pane and select Full Screen.

3. To adjust the view in Full Screen mode, right-click the document and work with the Context Menu.

Note: *This feature will not be available unless you clear* ***Left click to go forward one page; right click to go back one page*** *check box in the Preference dialog.*

4. To Exit Full Screen Mode:

- Press Esc key or the shortcut key F11.

Fit the Window Mode

There are four types for you to choose:

- To resize the page to fit entirely in the document pane, choose View > Zoom > Fit Page, or right-click the Document Pane and choose Fit Page.
- To resize the page to fit the width of the window, choose View > Zoom > Fit Width, or right-click the Document Pane and choose Fit Width. Part of the page may be out of view.
- To resize the page to its actual size, choose View > Zoom > Actual Size, or right-click the Document Pane and choose Actual Size.
- To resize the Document Pane to fit page by visible area, choose View > Zoom > Fit Visible.

Adjusting the View of Documents

Foxit Reader provides multiple tools that help you adjust the view of your PDF documents. It

includes simple tools such as Zoom In and Zoom Out, as well as more advanced tools like setting the page layout and orientation. As for some settings, please refer to "Setting Preferences".

Changing the Orientation of a Document

You can change the orientation of the document from portrait to landscape view by using the Rotate tools.

- Choose View > Rotate View under Page Display ribbon> Left or Right.

Note: *You can change the page view in 90-degree increments, but the change only affects screen display instead of its actual orientation. You cannot save the changes in page view.*

Changing the Magnification Level of a Document

Do one of the following procedures:

1. Go to View > Zoom > Zoom Out or Zoom In.

2. Adjust a magnification percentage in the Magnification Percentage Area

on the Status Bar.

3. Go to View > Zoom >choose a magnification percentage.

4. Right-click the Document Pane > Zoom In or Zoom Out.

5. Using the Loupe Tool

- Choose View and click Loupe tool

in the Assistant ribbon.
- Move the loupe tool to the places you want to view, you will see the amplificatory or decreased objects in the Loupe Tool dialog box.
- (Optional) Select the Lock option in the Loupe Tool dialog box. Click the area of the document you want to view in closer detail. A red rectangle appears in the document, corresponding to the area shown in the Loupe Tool window. You can drag or resize the rectangle to change the Loupe tool view.
- To change the scale ratio of the Loupe Tool, you can either enter a value in the zoom text box, or drag the slider in the Loupe Tool dialog box.

6. Using the Magnifier

You can easily magnify areas of the PDF files as you work on Foxit Reader with this free tool. It is especially useful for visually impaired people with some functional vision.

Magnifier

Fisheye Magnifier

- Choose View and click Magnifier in the Assistant ribbon.
- Move the Magnifier to the places you want to view.
- To switch between Magnifier and Fisheye Magnifier, press the left mouse button.
- To change the size of magnifier window, press the right mouse button.
- To turn off the Magnifier, choose any other tools or press ESC Key to directly return to Hand Tool.

Changing the Page Layout

Changing page layout is especially useful when you want to zoom out to get an overview of the document layout. Foxit Reader provides the following page layouts:

- Single Page – Displays one page in the document pane at a time.
- Continuous – Arranges the pages in the document pane in a continuous vertical column.
- Facing – Arranges the pages side by side, displaying only two pages at a time.
- Continuous Facing – Arranges the pages side by side in a continuous vertical column.
- Separate Cover Page–Show Cover Page During Facing

If a document has more than two pages, the first page can be displayed alone on the right side of the document pane in Facing and Continuous Facing views.
To display the cover page as the first page on the right followed by two facing pages, please choose the Facing or Continuous Facing mode, and then select View > Separate Cover Page in the Page Display ribbon.
To set page layout, please do one of the following:

- Choose View and choose one of the modes to your needs.
- Click the Single Page button , the Continuous button , the Continuous Facing button , or the Facing button on toolbar or the Status Bar.

Navigating in Documents

Foxit Reader provides user-friendly controls to navigate through PDF documents. You can navigate in PDF documents by paging through or by using navigational tools.

Scrolling through Documents

1. Navigating around Documents

Do one of the following:

- **Using mouse actions or keystrokes**
  Scroll the mouse wheel or press the Down or Up Arrows on the keyboard to navigate around the documents.
- **Scroll automatically**

  Automatic scrolling allows users to view documents without using mouse actions or keystrokes. Foxit Reader also enables you to change the scrolling speed with ease.

  A. Choose View and click AutoScroll in the toolbar.

  B. Do one of the following:

  - To increase or decrease the scrolling speed, press the Up Arrow or Down Arrow key, depending on the direction of scrolling.
  - To reverse the direction of scrolling, press the minus sign (-) key.
  - To jump to the next or previous page, press the Space Bar or Shift + Space Bar.
  - To stop automatic scrolling, click AutoScroll again.
  - To pause automatic scrolling, press Space key.

  Tip 1: *To perform auto-scrolling, you can also click the Hand Tool* *, hold the middle mouse button/wheel mouse button down, and then move the mouse to scroll the pages.*

  Tip 2: *To go back to Hand Tool* *mode, just press and hold the space key.*

2. Going to the next or previous page

Do one of the following:

- Click the Previous Page icon or the Next Page icon on Go To ribbon under View Menu or on the Status Bar.

- Put the cursor in the Document Pane, press the Page Up or Page Down keys to turn the pages.
- Put the cursor in the Document Pane, press the Left or Right Arrows on the keyboard to move the pages up or down.
- Press Space to scroll the page down or press Shift + Space to scroll the page up.

3. Going to the first or last page

Do one of the following:

- Click the First Page icon or the Last Page icon on Go To ribbon under View Menu or / on the Status Bar.
- Press the Home or End keys.

4. Going to a specific page

Do one of the following:

- Choose View and input the specific page number on the Current Page Number Box and press Enter.
- Input or select the specific page number on the Current Page Number Box on the Status Bar, and press Enter.

Note: If the opened PDF document contains logical page numbers, Foxit Reader supports displaying the logical page numbers on the Current Page Number Box.

5. Retracing your steps

- To go back or forward one page, click the Previous View button or Next View button on the Toolbar under View Menu or Status Bar.
- Choose View and click Previous View or Next View in Go To ribbon.

Navigating With Bookmarks

Bookmark displays the list of bookmarks that the document contains. Generally speaking, it is a visual table of contents that represents the chapters, main headings, and other organizational elements in a document.

1. To show or hide bookmarks, do one of the following:

- Choose View > Navigation Panels > Bookmarks.
- Click the Bookmark button on the Navigation pane.

- Click the button at the top right corner of the Navigation pane to minimize or maximize bookmarks.

2. To jump to a topic, click the bookmark or right-click the bookmark and then choose “Go to Bookmark”. Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.

Tip: When you navigate through the PDF document, the highlighted bookmark item will automatically be kept in sync with the current page being displayed.

3. To expand the current bookmark

To select the bookmark for the displayed page of the PDF document, click the Expand the Current Bookmark button at the top of the Bookmarks panel.

If the bookmark was hidden in a collapsed parent bookmark, the parent bookmark will be opened, and the corresponding bookmark which is nearest to the current page’s location will be highlighted, so that users can see the selected bookmark and locate the related item on the current page.

Navigating with Page Thumbnails

Page thumbnails are reduced-size versions of PDF pages. It provides miniature previews of document pages and makes it easier to view and recognize them. The red box in the page thumbnail indicates which area of the page appears.

A. To show or hide page thumbnails, do one of the following:

- Choose View > Navigation Panels > Pages.
- Click the Bookmark button on the Navigation pane.
- Click the button at the top right corner of the Navigation pane to minimize or maximize Pages panel.

B. To navigate with page thumbnails, do one of the following:

- To jump to another page, click its thumbnail.
- To move to another location of the current page, drag and move the red box in its thumbnail.
- To resize the visible area of the current page, drag the resize handle on the bottom right corner of the red box.
- To resize page thumbnails, right-click on a thumbnail, and then choose “Enlarge Page Thumbnails” or “Reduce Page Thumbnails”.

C. In the Single Page Displaying Mode, the page thumbnails will show up when dragging the scrollbar to view the page.

1. To add an action to a page thumbnails, please refer to "Adding an Action to a Bookmark".

2. Ctrl + click or Shift + click to select multiple page thumbnails at one time.

Navigating with Links

Links take you to another location in the current document, or to locations in other documents or websites. Clicking a link on PDF documents is just the same as in other applications. You can follow a link by doing the following:

- Select the Hand tool

.
- Position the pointer over the link until the pointer changes to the hand with a pointing finger .

Finding Text

Foxit Reader provides handy tools to find text. You can not only search text in a PDFs, folders, or disks, but also on the internet. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

Finding Text in the Current PDF

To find text you are looking for, follow the steps below:

- Type the text in the Find EditBox

at the upper right corner of the document.
- Click Find Previous or Find Next tools to locate to relevant match.
- (Advanced Searching) Select a search option on the drop-down menu of Filter next to Find Editbox to limit your search:

  A. Whole Words Only -- Limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Case-Sensitive -- Makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  C. Include Bookmarks -- Enables you to search the text in bookmarks as well.
  D. Include Comments -- Enables you to search the text in comments as well.

Note: C&D options will be active for finding text in the current PDF document and doing the

advanced search.

Foxit Reader jumps to the first instance of the search term, which appears highlighted.

- Press Enter repeatedly or shortcut key F3 to continue searching the next instances of the search term.

Doing Advanced Search

The search function enables you to search a string either in a single PDF file or in multiple PDF files under a specified folder. When the search finishes, all occurrences will be listed in a tree view, allowing you to quickly preview the contexts and jump to specific locations.

1. Searching Text

To search text you are looking for, follow the steps below:

- Click Search Tool next to Find EditBox.
- In the Search Window right beside the Document Pane, type the text you want to search for.
- Below "Where would you like to search?", check one of the following to define the searching field.

  A. To search the text in the current PDF document, select "In the current PDF document".
  B. To search the text in all PDF documents in specific files or disk, select "All PDF Documents in" > choose one of the disks or User-selected search paths.
  C. To search the text on the Internet, please select "On the Internet".
  D. To search the text in selected documents in PDF portfolio, please select "Selected documents in PDF portfolio".
  E. To search text in the PDF portfolio, please select "The entire PDF portfolio".

  Besides selecting the path of text to be searched, you can also set Find Options.

  A. To limit the search to match only whole words, check "Whole words only". For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. To make the search case-sensitive, check Case-Sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  C. To search words in comments, please check Include Comments.

- Click Search button.
- The results appear in the page order. Each item listed includes a few words of context and an icon that indicates the type of occurrence. If necessary, click the plus sign (+) to expand the search results. Then select an instance in the results to view that instance in the PDF.
- (Optional) Click the New Search button to start a new search task.

2. Moving and Resizing Search Box

The advanced search box can float or be docked. You can also resize the box with ease.

- To float the docked search box, please drag it by its title bar to another location in the work area.
- To move the floating search box, drag it by its title bar to another location in the work area.
- To resize the floating search box, drag any corner point to adjust.
- To dock the floating search box, double-click the title bar or drag it by the title bar to its original location.

Performing a Search on the Internet

Foxit Reader supports internet keyword search. You can select the text and then click the pop-up search icon or press and drag the mouse directly to search for the related information on the internet.

To perform a search on the Internet, please do one of the following:

- Using the Advanced Search Tool
  Type the text in the Find What field, and then select "On the Internet" option and click Search.
- Using the pop-up search icon

  Select the text that you want to search with the Select Text Tool

. A search icon appears right next to the selected text. Click on the search icon to perform a search on the Internet.
- Using the Quick Search function

  Select the text that you want to search with the Select Text Tool

, and drag the mouse directly to search for the related information on the internet.

Note: *To change the Internet search settings, please click on the Setting icon* *appearing next to the search icon when you select the text with the Select Text Tool*

*. For the details on how to change the settings, please go to "*Setting Internet Search Preferences*".*

Playing a Movie or a Sound Clip

PDF has extended itself to the richness of multimedia support and playing capabilities. Some PDF files may be multifaceted with multimedia, including sound, music and video clips. Each movie and sound file usually includes a play area from which the media can be activated. The play area

typically appears on the PDF page as an image or a blank rectangle, but can also be invisible. To play the media files, please make sure you have the necessary media player installed on your computer.

To play a movie or a sound, please do the following:

- Select the Hand tool

, and click the play area of the movie or sound file. When the pointer is positioned over the play area, it changes to the play mode icon.

Note: *To protect your computer from viruses, Foxit Reader will pop up a dialog box soliciting your approval before playing multimedia files.*

For more information, please refer to " Adding Video & Audio" for details.

Working with Asian Languages in PDFs

If you try to open PDF files for which the correct language font kits have not been installed on your computer, you will automatically be prompted by Foxit Reader to download and install the required language font kits. As soon as you have the correct font kits installed on your computer, Foxit Reader lets you view, search, and print PDF documents with Asian (Traditional and Simplified Chinese, Japanese, and Korean) language text.

Note: *To open language specific PDF files with Foxit Reader, Non-English Language Font Kits must be installed under the same directory that Foxit Reader application file FoxitReader.exe resides.*

Thumbnails Preview in Windows

Once Foxit Reader has been set as the default PDF viewer, it will display the PDF files as thumbnails in Windows instead of Foxit's icon when you open certain folder.

Note: Currently this feature can be supported by Windows OS 32 bit and Windows 7 64bit.

Chapter 4 – Working on PDFs

With Foxit Reader, you can copy text and images to other applications, share documents on Facebook/Twitter, and stamp PDFs. To learn more about this, please read the following explanations.

Select & Copy

With Foxit Reader, you can copy texts and images to other applications.

Copying Text

The Select Text tool lets you select horizontal and vertical text or columns of text in a PDF. To copy text, click Select Text Tool

in Tools ribbon under Home Menu and do the following:

Selecting text

- Select a line of text: Move the cursor toward a line of text you want to select.
- Select a column of text: Put the cursor between the lines, move toward a column of text and draw a rectangle over it.
- Select a word: Double-click the word you want to select.
- Select multiple paragraphs through pages: Click at the start of the selection, scroll to the end of the selection without releasing your mouse.
- Select all the text: Press Ctrl + A, or select some text, right-click it and then choose Select All.
- Deselect all the text: click anywhere outside the text selected.

Copying text

Once you have selected the text, do one of the following:

- Right-click the selected text > choose Copy.
- Press shortcut key Ctrl + C.

Pasting Text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

Copying Images

You can copy and paste individual images from a PDF to the clipboard, to other applications, or to other files.

Taking a Snapshot of an Image

To copy an image, please switch to the SnapShot tool .

- Choose Home > Snapshot tool in Tools ribbon, and the pointer changes into a Cross automatically.
- Hold the pointer over the image and drag a rectangle around it.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Selected Graphic.
- Paste the selected image to other applications.

Taking a Snapshot of a Page

You can use the snapshot tool to copy the entire page. Both text and images will be copied as an image.

- Select the SnapShot tool by choosing Home > SnapShot.
- Drag on the page to select content, right-click anywhere in the page and choose “Select All” to copy the entire page.

To deselect it, click anywhere on the page.

- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Selected Graphic.
- Paste the selected image to other applications.

Note: *The selected area will be highlighted in blue.*

Copying a Combination of Text and Images as an Image

You can use the snapshot tool to copy all selected content (text, images, or both) to the clipboard or other applications. Text and images will be copied as an image.

To copy a combination of text and images as an image, do the following:

- Select the Snapshot tool by choosing Home > SnapShot.
- Drag a rectangle around the text and images.
- You will be prompted that the selected area has been copied to the clipboard.

- (Optional) Right-click the selected area, and then choose Copy Selected Graphic.
- Paste the selected image to other applications.

Working with Layers

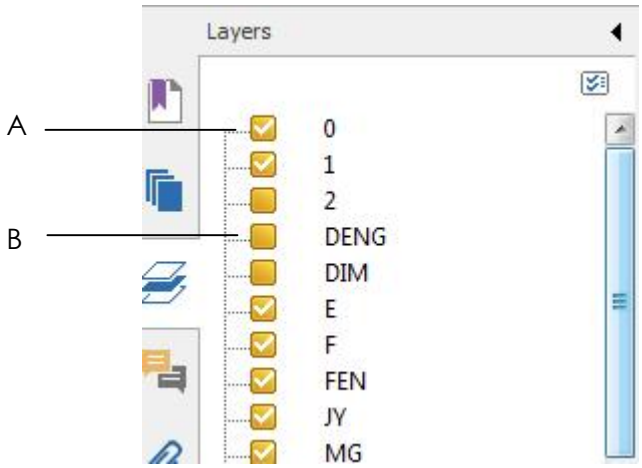
About PDF Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Foxit Reader, you can control the display of PDF layers with the Layer panel. For example, you may divide background imagery, main content areas, and advertisements amongst their own top-level layers, and easily hide the layers that you don't want others to view.

Show or Hide PDF Layers

In a PDF, information can be stored on different layers. To show or hide related content stored in a variable number of separate layers, you can simply refer to the Layer panel on the left side of the work area. Please note that you cannot create or edit layers in Foxit Reader; however, you can view layers and choose to show or hide the content associated with each layer.



Layer Panel

A. *A checkmark indicates a displayed layer* ***B.*** *Hidden layer*

1. Open the Layer panel, and then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.

2. From at the top right corner of the Layer panel, choose one of the following:

- List Layers for All Pages - Shows every layer across every page of the document.
- List Layers for Visible Pages - Shows layers only on the currently visible pages.
- Reset to Initial Visibility - Resets layers to their default state.
- Expand All – Expands all layers.
- Collapse All - Collapses all of the currently layers in the view.

Measuring the Objects

The Measure Tools enable you to measure distances and areas of objects in PDF documents. The measure tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design (CAD) drawing or when you want to measure certain areas of a document before sending to a professional printer. The measure tools are available to Reader users only if the PDF creator enables measuring functionality.

When you use a measure tool, the tool dialog box displays the measurements of the line segments you draw.

Measuring the Objects

- Choose Comment> Measurements

- Select the Distance Tool to measure the distance between two points. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.

- Select the Perimeter Tool to measure a set of distance between multiple points. Click the first point to start, and then click each point you want to measure. Double-click the last point to end measuring.

- Select the Area Tool to measure the area within the line segments that you draw. Click the first point to start, and then click each point you want to measure. After you have clicked at least two points, click the first point or double-click the last point to complete the area measurement.

Note: *You can also choose to complete or cancel measurement by right-clicking and choosing options from the context menu.*

After selecting the measuring tool, do any of the following in the pop up dialog box:

- To change the scaling ratio (such as 1:2) on the drawing areas, specify the appropriate numbers in the tool dialog box. If necessary, change the unit of measurement next to this ratio.
- Check Measurement Markup in the tool dialog box if you want the lines you draw to appear as a comment. You can put the pointer over the measurement with the Hand tool selected so that you can view the measurement and annotation you have drawn.

Note: *The object you draw will disappear when the Measurement Markup is deselected in the tool dialog box.*

Working on the Measurement Object

After you complete the measurement, you are able to do further operations on it, such as move, resize, flip, and even work on it the way you work on comments.

Moving the Measurement Object

- With the Hand Tool

or Annotation Selection Tool

selected, click the measurement object you want to move.
- Place the cursor over the object when the pointer changes into , hold and drag the mouse to move it to the intended place.

Changing the Length and Orientation of the Line Segment

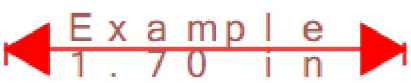
- With the Hand Tool

or Annotation Selection Tool

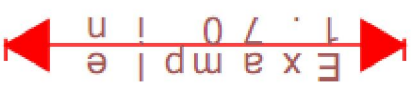
selected, select one of the resize corners , you will see the pointer change into .
- Hold and drag the mouse to change the length and orientation of the line segment.

Flipping the Measurement and Annotation

You can reverse measurement and annotation of the object you draw.



Before flipping



After flipping

To flip the measurement and annotation of the object, do the following:

- Select the Hand Tool or Annotation Selection Tool .
- Right-click the object you draw > select Flip.

Working on Measurement Objects as Comments

The measurement objects can also be used as comments, as a result of which, you cannot only set status, open popup note, delete, reply to the objects, but you can also set properties, and set current properties as default for them.

Note: *To show measurement markup and the measurement, right-click on the object you draw, and choose Properties > Appearance > select "Show text in line".*

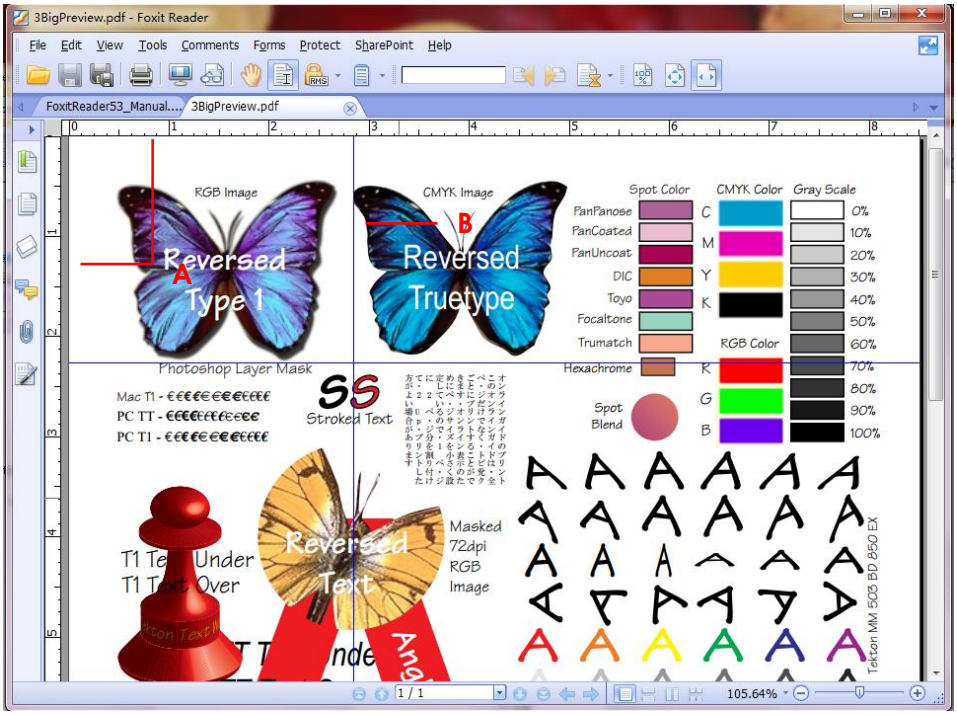
For the information of how to work on the objects as comments, please refer to the corresponding section of "Chapter 5 – Comments".

Switching between Basic Tools

The Foxit Reader Basic Toolbar consists of the Search Tool, Hand Tool, Select Text Tool, Snapshot Tool, Typewriter Tool, etc. You can switch between these basic modes by choosing commands on the Menu Bar or clicking the individual icons on Toolbar. Only one mode can be chosen each time, and they cannot be obtained simultaneously.

Using Rulers & Guides

Foxit Reader provides horizontal and vertical ruler guides to help you align and position text, graphics or other objects on the page. They can also be used to check their size and the margins in your documents.



Rulers & Guides

A. *Rulers* ***B.*** *Guides*

Displaying Rulers

Please choose View > check Rulers

Hiding Rulers

Please choose View > uncheck Rulers, or right-click the horizontal ruler or the vertical ruler and then choose Hide Rulers.

Creating Ruler Guides

Do one of the following:

- Drag down from the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

Moving Ruler Guides

Click and hold the guide, and then drag it to a new location.

Changing Unit of Measurement

Right-click the horizontal ruler or the vertical ruler, and select a measurement system for the rulers.

Deleting Ruler Guides

- To delete a guide, click the guide to select it, and then press the Delete key.
- To delete all guides on a certain page, scroll to the page, right-click in the ruler area and choose Clear Guides on Page.
- To delete all guides, right-click in the ruler area and choose Clear All Guides.

Undoing and Redoing

Foxit Reader provides chances for you to undo and redo previous actions. The features allow you to easily correct mistakes by cancelling the last actions and quickly add back in changes made with Undo. You can undo and redo any editing you have done in the PDF documents, such as commenting, advanced editing on PDFs and so on.

Note: You cannot undo or redo actions of bookmarks editing.

To undo previous actions, do one of the following:

- Select the Undo button on the Tool bar.
- Press shortcut key Ctrl + Z.

To redo previous actions, do one of the following:

- Select the Redo button on the Tool bar.
- Press shortcut key Ctrl + Y.

Sharing Documents

E-mailing Documents

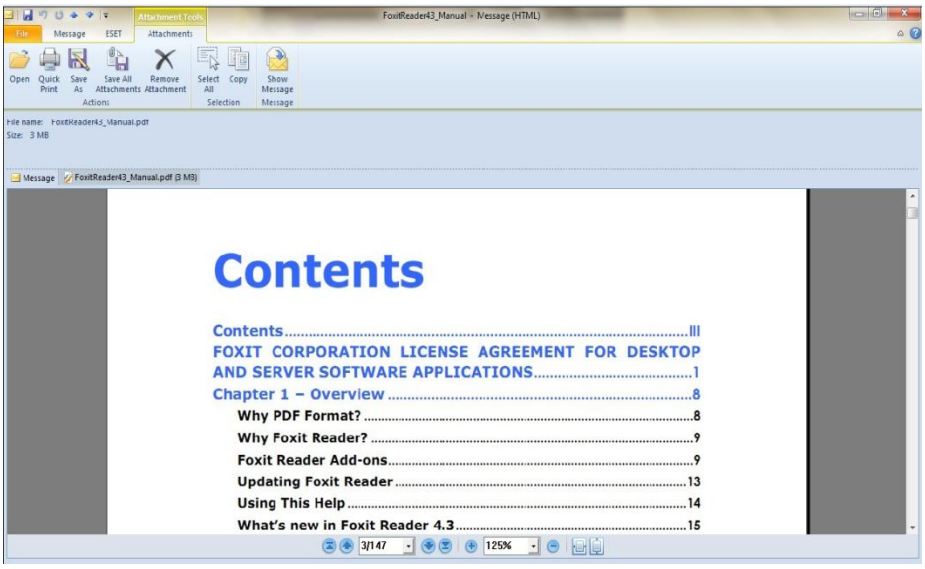
E-mailing documents is a useful feature. You may need to send a PDF file you are reading to the customers to speed up your daily work, or an interesting story that you want to recommend to your friends.

To e-mail a PDF file, please do the followings:

- Choose Share > Email in Send to ribbon, and Foxit Reader will pop up a dialog to ask you whether to save the changes of document before sending, click Yes/No accordingly.
- System default e-mail application runs.
- The PDF will be attached in the e-mail automatically.
- Type the subject and e-mail address > click Send.

Preview in the Outlook

Foxit Reader enables you to preview a PDF attachment in Outlook when an e-mail in Outlook has a PDF document, it will be displayed in the e-mail pane.

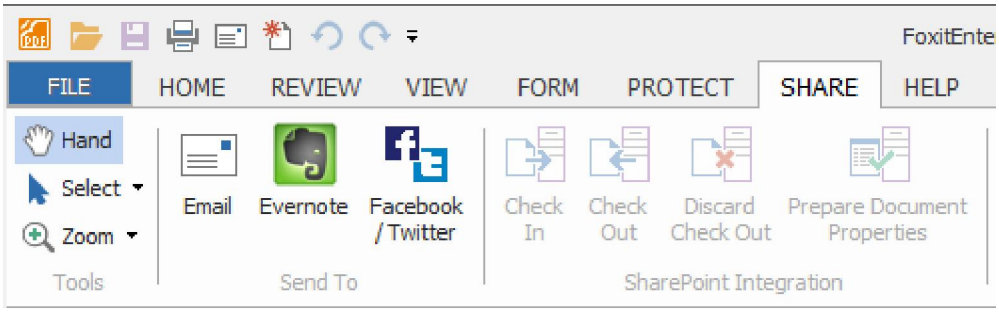

Contents
Contents III
FOXIT CORPORATION LICENSE AGREEMENT FOR DESKTOP
AND SERVER SOFTWARE APPLICATIONS 1
Chapter 1 – Overview 8
Why PDF Format? 8
Why Foxit Reader? 9
Foxit Reader Add-ons 9
Updating Foxit Reader 13
Using This Help 14
What's new in Foxit Reader 4.3 15

Sending Documents to Evernote

Directly send current PDF document to Evernote as an attachment.

- Prerequisites – You should have an Evernote account fromhttps://www.evernote.com/Registration.action.

- Download and install – http://evernote.com/evernote/?file=Win&btn=grey.
- Open a PDF file.
- Choose Share > Evernote in Sent To ribbon.



- You will see the current PDF document is attached to your Evernote ready.

Sharing PDF on Facebook/Twitter

For Facebook® and Twitter® users, Foxit Reader provides integration to your social networks. Foxit Reader users can login to their account, select text (paragraph) from a PDF document, and share it as Facebook or Twitter status. Users can also take a snapshot of a region of a document and share it as a picture on Facebook or Twitter. Also, users can share their current document, or select a document from Windows Explorer®, and share the document using Foxit's OnDemand CM file sharing capability as a link from their Facebook and Twitter accounts. Social network integration is delivered as a Foxit Reader plug-in.

To share PDFs content/image on Facebook/Twitter, please do the followings:

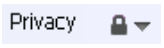
- Click the Facebook/Twitter button to open the Share File pane.
- Use the Select Text tool to select the text content that you want to share on Facebook/Twitter or use the SnapShot tool to select the target sharing area as an image.
- Move the cursor to the selected area and click the right button. Choose Share the Selected Text/Share the Selected Image.
- You can preview the content/image on the Share File pane. If it is an image, click the previewing image to open it with Picture Viewer.
- Click **Share** to open the login page of Facebook/Twitter and login to your account.
- The content/image will show on your Facebook/Twitter.

To share a PDF file on Facebook/Twitter, please do the followings:

- Click the Facebook/Twitter button to open the Share File pane.
- On the Share File pane, click on the upper right corner and then click Add File to open

the PDFs you want to share.

- Click **Share** to open the login page of Facebook/Twitter and login to your account.
- The PDFs link created by Foxit's OnDemand CM will show on your Facebook/Twitter.

Note: You can set the reading permission by clicking the **Privacy** 

on the Share File pane.

SharePoint Service

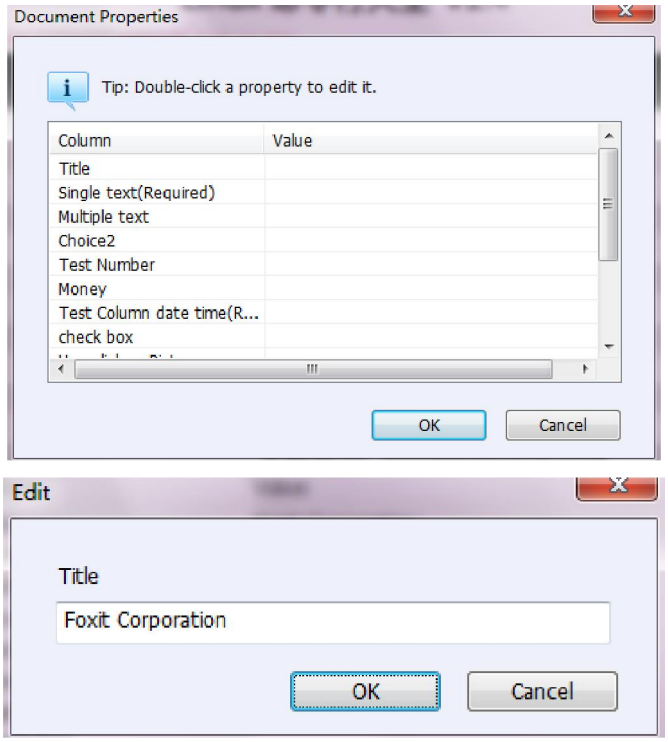
Users can open PDF files located on SharePoint Server and seamlessly checkout and check in PDF files.

Before using the SharePoint service in Reader 6.0, please double click the attached SharePoint Configuration to configure your server.

- Login to the SharePoint Server, and select document library.
- Click a PDF to open it with Foxit Reader. If you choose **Check out and Open**, other users cannot edit the PDF at the same time. If you only choose **Open**, others are able to modify the PDF as well when you are editing.
- (Optional) If you want to cancel the Check out status, please go to Share > Discard Check Out.
- Edit the PDF according to your requirements.
- Set the PDF properties.

1. Please go to Share > Prepare Document Properties.
2. In the Document Properties dialogue, select the column name to edit the value in the Edit textbox. For example, select **Title**, the Edit textbox will pop up, type the content you want and click **OK** to finish the editing.

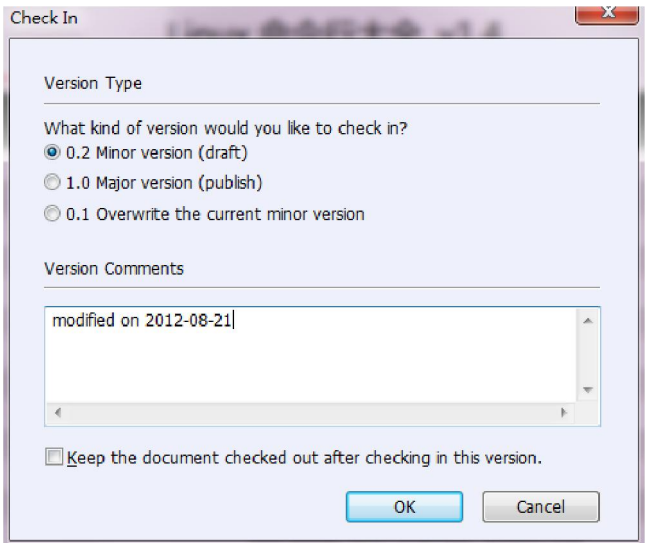
   Note: Now the columns which can be edited are Single Line of Text, Multiple Lines of Text, Yes/No and Date and Time.



- Go to Share > Check In.

  In the Check In dialogue box, select a version number for the modified document along with the appropriate the version comments. To not allow other people to modify the document, you can check **Keep the document checked out after check in this version**.

- Click **OK**, the modified PDF will be loaded to the server automatically.


Check In
Version Type
What kind of version would you like to check in?
0.2 Minor version (draft)
1.0 Major version (publish)
0.1 Overwrite the current minor version
Version Comments
modified on 2012-08-21
Keep the document checked out after checking in this version.
OK
Cancel

Creating PDFs

Creating PDF is easy to use with Foxit Reader. Users can easily and quickly create PDFs from Microsoft® Word®, PowerPoint®, and Excel® through the Foxit Reader plug-in or export existing PDF file to text with one click. Just follow the steps below, and you can easily experience this new feature to the utmost.

Creating from File

- Choose Home and click

in Create ribbon.
- Navigate to and select the file to be created and choose Open.
- Type a filename and specify a location in pop-up **Save** dialog box.
- (Alternatively) You can simply drag the file to be created to Foxit Reader, or right-click the file and choose Convert to PDF in Foxit Reader.

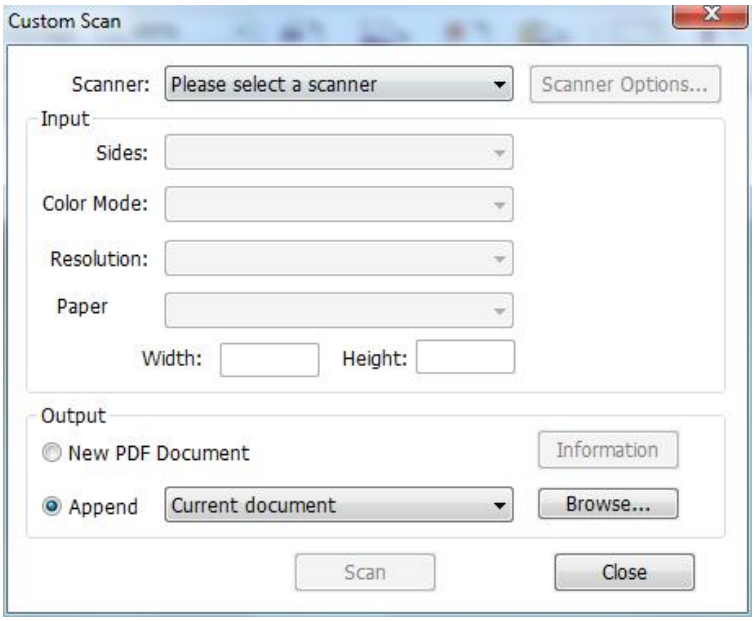
Creating from Scanner

- Choose Home and click From Scanner

in Create ribbon.
- Choose AutoDetect Color Mode/Black&White Document/Grayscale Document/Color Document as you need.

  - AutoDetect Color Mode: Let appicaiton determin the apater document's content type.
  - Black&White Document: Scan with Black & White colormode.
  - Grayscale Document: Scan with Grayscale color mode.
  - Color mode: Scan with color mode.

- Choose Custom Scan to customize the scan settings.



1. Scanner: select an installed scanner. You must have the manufacturer's scanning software installed on your computer.

- **Scanner Options (Windows only)**: click to open the Scanner Options dialog box. (Available only after you select a scanner.)

  - **User Interface:** the hide scanner's interface option bypasses the windows and dialog boxes provided by the scanner manufacturer. Instead, scanning from Foxit opens the Foxit Scanner dialog box.
  - **Paper Size:** the menu lists available standard page sizes.

2. Input

- **Sides:** choose single-sided or double-sided scanning.
- **Color Mode (Windows only)**: select a basic color mode (Color, Black and White, or Grayscale) supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.
- **Resolution (Windows only):** select a resolution supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.

Note: *If you select a Color Mode or Resolution option not supported by your scanner, a message appears and your scanner's application window opens, where you can select different options.*

- **Paper:** select a paper size or specify a custom width and height.

3. Output

- **New PDF Document:** select this to create a new PDF; deselect it if you want to append the

scanned page to an existing PDF.

- **Append:** select this if you want to add the converted scan to an existing PDF. Click Browse to find and select another PDF.

Choose Configure Presets to configure the presets of scanning. See also "Choose Custom Scan to customize the scan settings".

Creating Blank PDF

- Choose Home and click Blank tool

in the Create ribbon, and a blank PDF will be created.
- Choose Home > Tools > Typewriter.
- Double click the blank page to start typing the text you want to add to the blank page.
- As needed, select other tools and options that you want to apply to the PDF.
- Choose File > Save, and select a name and location for the PDF file.

Creating from Clipboard

You can create a PDF directly from your clipboard.

- Choose Home and click From Clipboard tool

in the Create ribbon, and a PDF with contents from clipboard will be created.

Signing PDFs

Signing PDFs on DocuSign®

Allows users to easily send, sign and save PDF documents and forms using the industry's most widely used eSignature solution.

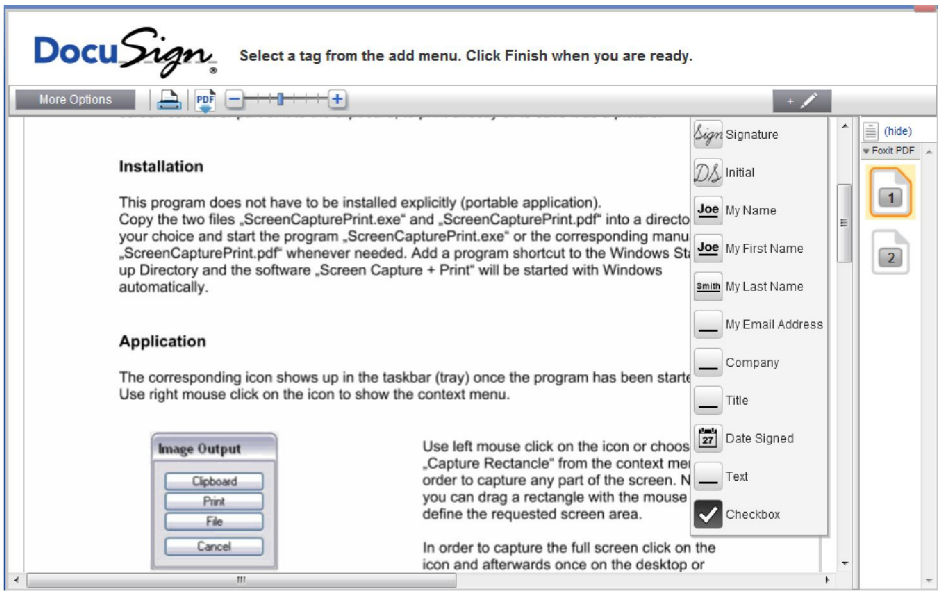
Signing a PDF File

Sign a PDF on DocuSign, please refer to the following steps:

- Choose Protect > DocuSign

.
- Choose Login to DocuSign. Type your Email account and password of DocuSign and click login. If you do not have an account, please sign up first.
- Click the button

and choose Sign with DocuSign. The application will upload your PDF to DocuSign and you will enter into the DocuSign user interface.


DocuSign
Select a tag from the add menu. Click Finish when you are ready.
More Options
Installation
This program does not have to be installed explicitly (portable application).
Application
The corresponding icon shows up in the taskbar (tray) once the program has been start
Use right mouse click on the icon to show the context menu.
Image Output
Clipboard
Print
File
Cancel
Use left mouse click on the icon or choos
„Capture Rectangle" from the context me
order to capture any part of the screen. N
you can drag a rectangle with the mouse
define the requested screen area.
In order to capture the full screen click on the
icon and afterwards once on the desktop or
Signature
Initial
My Name
My First Name
My Last Name
My Email Address
Company
Title
Date Signed
Text
Checkbox
(hide)
Foxit PDF

- Signing the Document

1. Sign directly

   - Click on the right of DocuSign Interface.
   - Choose a template you prefer and click on the document where you want to put the signature.

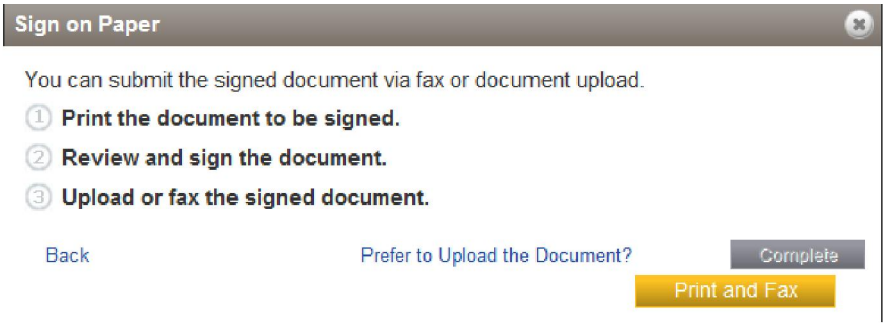
Note:

1. You should visit the DocuSign website if you want to change the signature template. See Changing signature template for details.

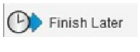
2. On the drop-down menu of Sign tool , you can choose to sign document with your initial, name (first name or last name), company, title or email address. Signing the document with the date signed or with a checkbox is also available, as shown below:

2. Sign on paper :

   If you want to sign on paper, please click More Options on the left side and select Sign on Paper. A Sign on Paper dialog box will pop up.

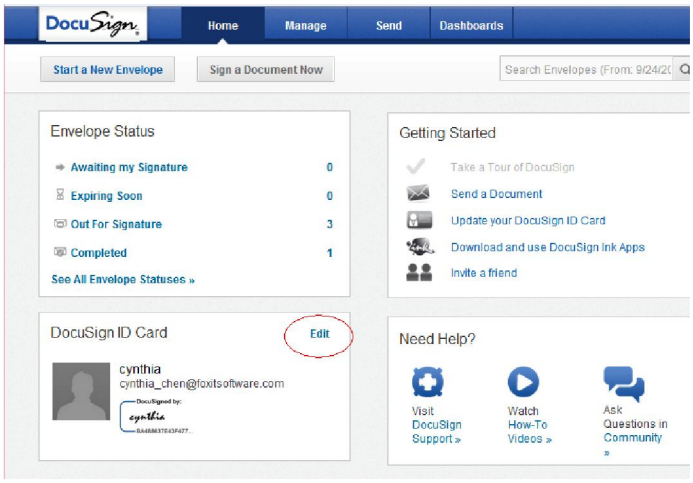

Sign on Paper
You can submit the signed document via fax or document upload.
1 Print the document to be signed.
2 Review and sign the document.
3 Upload or fax the signed document.
Back
Prefer to Upload the Document?
Complete
Print and Fax

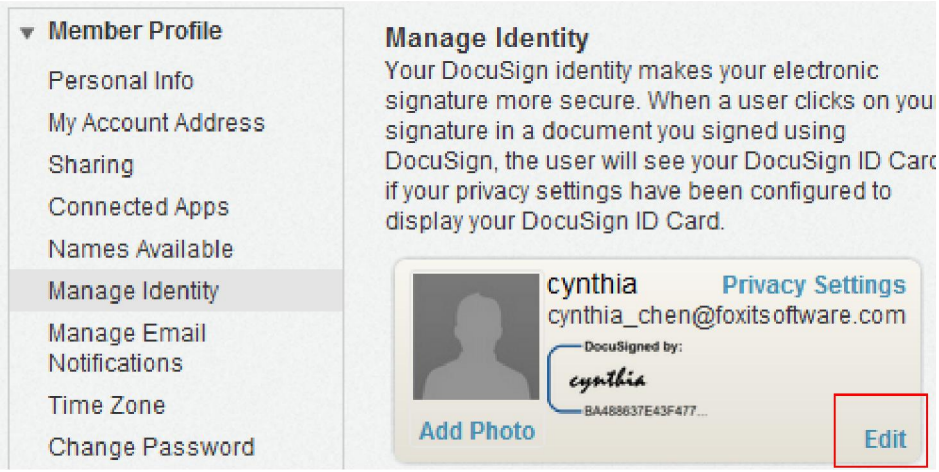
3. Sign Later

   If you do not want to sign the document right now, you can click  on the drop-down menu of Options.

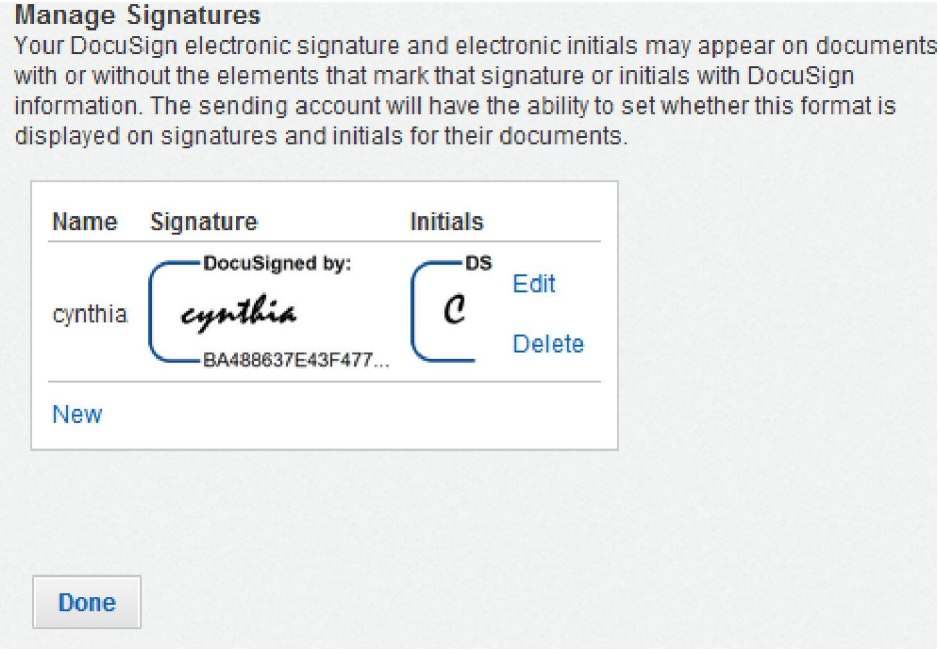
- Changing signature template

  If you want to change the signature template, you can visit the DocuSign website (www.docusign.net).

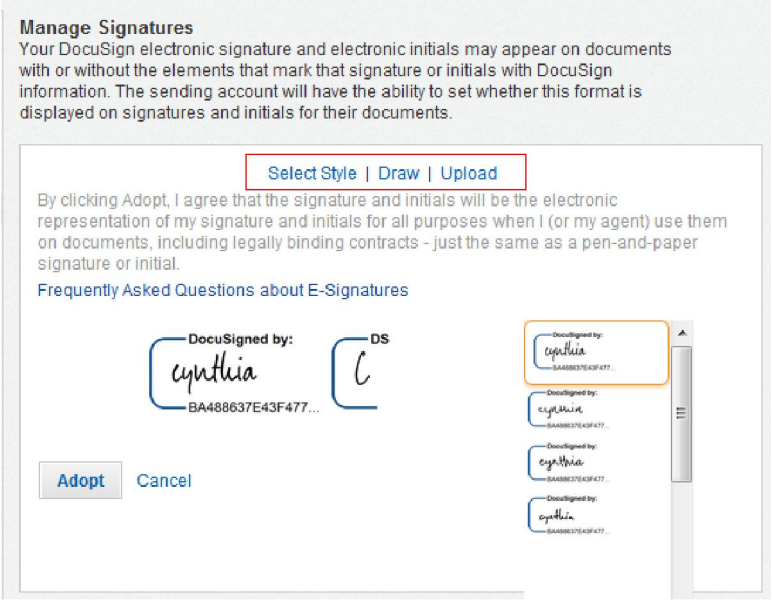




Choose **Edit** in DocuSign ID Card and then **Edit** in Manage Identity.


Manage Signatures
Your DocuSign electronic signature and electronic initials may appear on documents with or without the elements that mark that signature or initials with DocuSign information. The sending account will have the ability to set whether this format is displayed on signatures and initials for their documents.
Name
Signature
Initials
cynthia
DocuSigned by:
cynthia
BA488637E43F477...
DS
Edit
Delete
New
Done

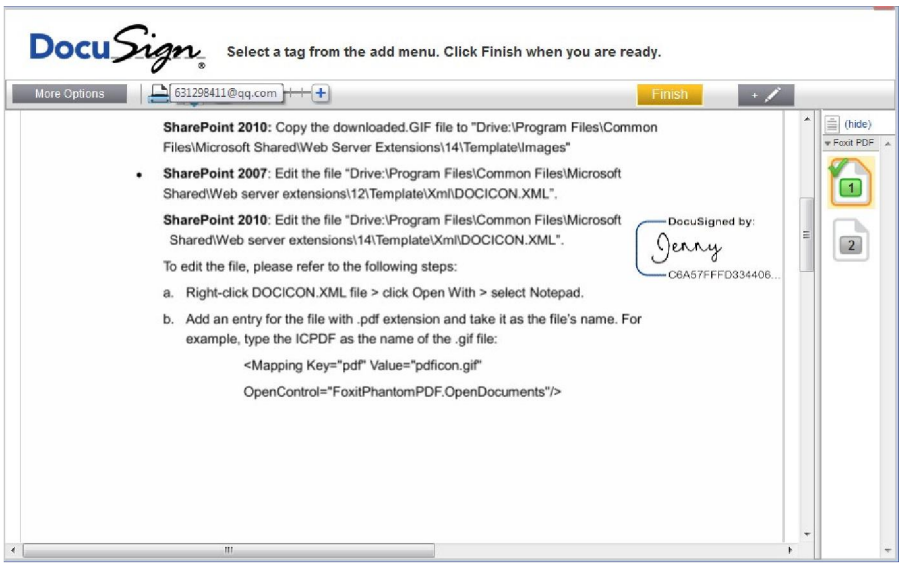
- Select Style: select a style as your signature template.
- Draw: draw a signature template using your input device.
- Upload: you can upload an image as your signature template.


Manage Signatures
Your DocuSign electronic signature and electronic initials may appear on documents with or without the elements that mark that signature or initials with DocuSign information. The sending account will have the ability to set whether this format is displayed on signatures and initials for their documents.
Select Style | Draw | Upload
By clicking Adopt, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.
Frequently Asked Questions about E-Signatures
DocuSigned by:
cynthia
BA488637E43F477...
DS
Adopt
Cancel

- More Options

  On DocuSign user interface, click More Options, you can view history, certificate, choose to sign on paper or finish later, as shown below:

- Drag the button can zoom in/out the file.
- Click the page number listed on the right to jump to the target page you want to place the signature.
- Click the signature button to open the signature pane. Choose the signature template and drag it to the desired location. You can place several templates at the same time.
- Click the button at the top right corner of the textbox to delete the signature.
- Click Finish to complete signing. You can preview the signed PDF.



- Select the download button or printing button to get the PDF with signature.
- Select the DocuSign button and choose Logout from DocuSign.

Sending a PDF via DocuSign

- Open a PDF you want to send with Reader.
- Click DocuSign button and choose Send via DocuSign.
- Login to the website.
- Choose the signature template from the left signature list and drag it to the location where you want the recipients to sign.
- Select the signature and click to set the signature properties.
- Edit the signature with the tools on the toolbar.
- Click the button to add the recipients address.
- Click the button to edit the email subject line and content.
- Click Send to send the PDF.

PDF Sign

PDF Sign enables you to create your self-signed signatures and add the signature to the page directly. You don't need to create different signatures for different roles or other complicated

settings.

To create your own handwriting signature and sign a PDF, follow these steps.

1. Choose Protect > PDF Sign in Signature ribbon > Create Signature.
2. In the Create Signature dialog box, you can choose to draw now, import an image or from clipboard to create a signature.

3. (Optional) If you choose Draw Signature, click Draw to draw your signature in Draw Signature box, and click OK.
4. If you choose Import Image, then click Browse. And choose the image and click Open. You can preview the image in the Preview tab.

***Tip**: You can sign your signature on a clean white sheet of paper using a black pen, scan it to an image file. To create the best signature you had better scan your signature in monochrome at 600 DPI.*

5. You can set your name as your signature. Then click Save. The cursor will be changed into a rectangle.
6. Put the cursor to the place you want to sign. You can resize it by clicking it and dragging the handle. You can also move it by dragging it to other places. To remove it, select the signature and press Delete.
7. To apply the signature to the document, double-click the signature or right-click the signature and select **Apply signature**. Select **Place on Multiple Pages**, and then you can specify the page(s) you want to place.

***Note**: Once applied, the signature can no longer be edited or deleted.*

To manage the signature, do the following:
Choose Protect > PDF Sign in Signature ribbon> Manage Signature. In the Manage Signature dialog box, click Create to create a signature. Select a signature you created, click Edit and you can change your signature. You can preview the signature after you edit it. To delete a signature, select the signature and click Delete.

Verifying Digital Signature

Foxit Reader adds the new signature verification feature to keep PDFs information from any exploits and falsification by checking the validity of the signature, greatly improving the document authenticity and integrity. The support to MDP Verification will be coming soon.

To verify the digital signature's efficiency of PDFs, please do one of the following:

- 1. Go to Protect > Validate

.

  2. Check the pop-up message box. It will show the efficiency of the Signature.

- 1. Right click the signature and select the Validate Signature or the Signature Properties.

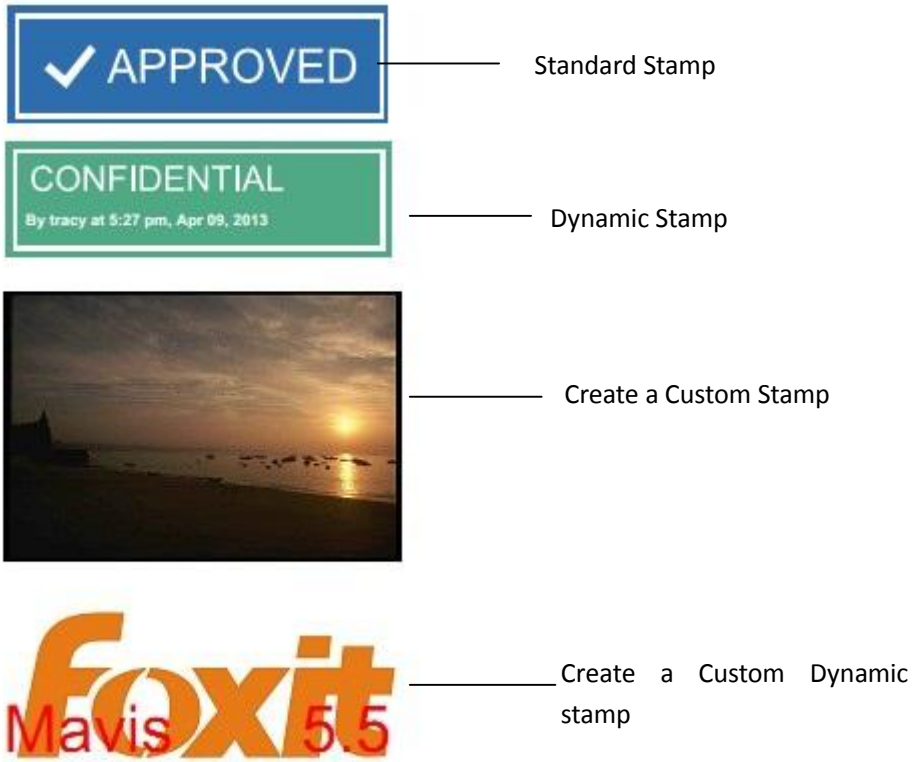
  2. Check the pop-up message box or the Validity Summary in the Signature Properties dialogue box.

- 1. Double-click the signature

  2. Check the pop-up message box showing the Signature Status.

Stamping PDFs

The Stamp Tools in Foxit Reader are a group of advanced tools that enable you to stamp content and watermarks into a PDF document. Foxit Reader supports image stamps with various image formats (JPEG, GIF, BMP, WMF, etc) and PDF file stamps. You can either create dynamic stamps which can obtain information from your system including name, date and time, or import existing dynamic stamps. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.



Stamping a PDF

You can choose from a list of predefined stamps, or create custom stamps before stamping a PDF. All the stamps that you import or create are listed in the menu of Stamp Tools and Stamps Palette. To apply a stamp, please do the following:

1. Choose Comment > Stamps.
2. In the Stamps Palette, select a stamp.
3. Click the document page where you want to place the stamp.

Note: *All the stamps that you import or customize will be listed in the menu of Stamp Tools, you can choose directly a stamp from the menu of Stamp Tools.*

Creating a Stamp

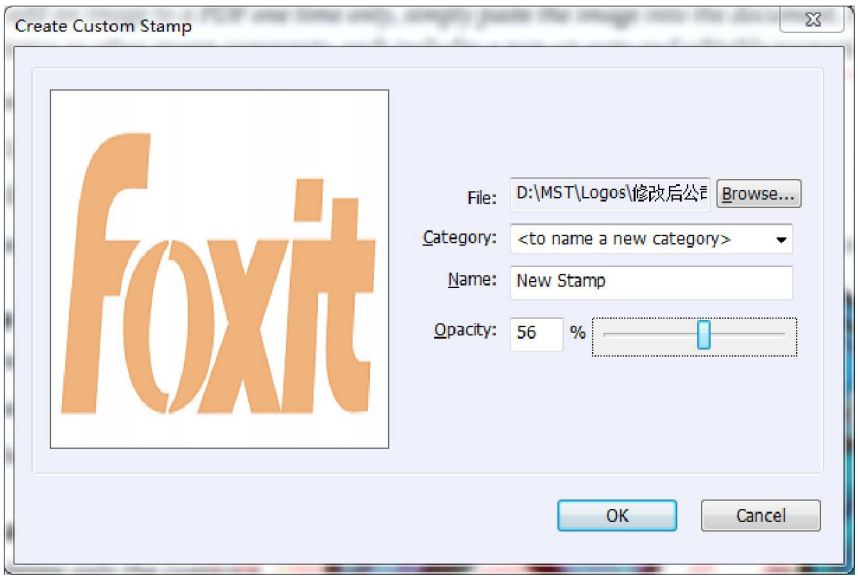
You can create custom stamps and dynamic stamps.

Creating a Custom Stamp

1. Choose Comment>click Create

>choose Create Custom Stamp on the drop-down menu.
2. Type a new category name or choose a category from drop-down menu, name the stamp, and then click OK.

Note: *If the stamp you choose is an image file, you can adjust the opacity of the image via drag the scrollbar as needed in the general stamps dialog box.*



Create General Stamps Dialog Box

Creating a Custom Dynamic Stamp

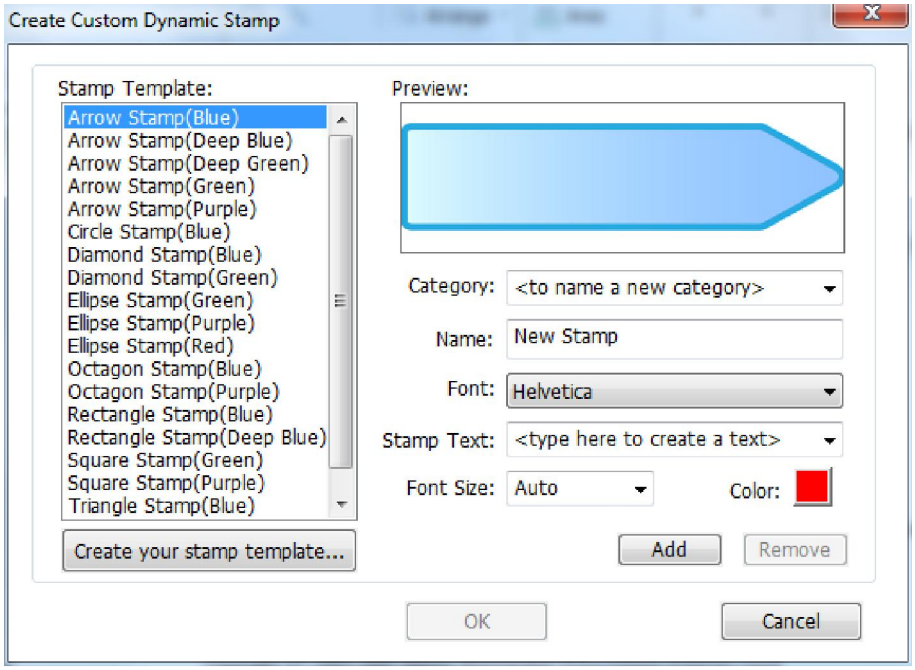
You can create a Custom Dynamic Stamp to add text, author name and date time on stamps. Please do the following:

1. Choose Comment > click Create

> choose Create Custom Dynamic Stamp.
2. In the Create Custom Dynamic Stamp dialog box, choose one stamp template from the left list or create your own stamp template which can be an image or a PDF file. Choose a category from drop-down menu or name a new one, then name the stamp.
3. Specify Font and Font Color.
4. From the Stamp Text option, if you choose <author name>, <date time> or< author name

and date time> category without typing any text, it will automatically obtain current user, date, time from your system when you click **Apply** button.

5. You can instantly adjust the added content to fit your needs when you preview current stamp on the right top preview pane.
6. Click OK.



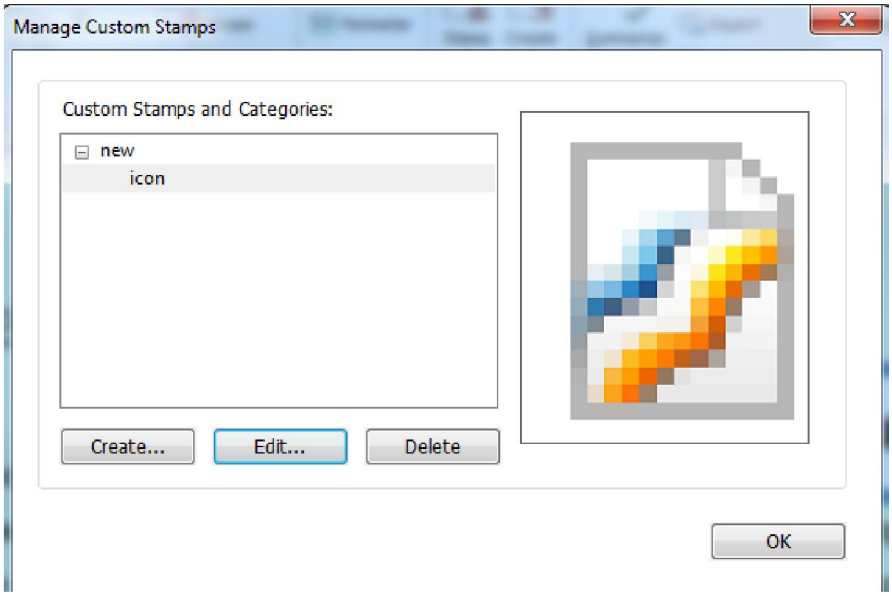
Create Custom Dynamic Stamp Dialog Box

Managing a Stamp

To manage a stamp, please do the following:

- Choose Comment > click Create tool

> choose Manage Stamps to open Manage Custom Stamps dialog box, and select a stamp.
- Click **Create** and choose a way of creating stamp from drop-down menu, please refer to Creating a custom stamp.
- Click **Edit** to edit the stamps, such as changing category, stamp name, or replacing the image or PDF files etc. Please refer to Creating a custom dynamic stamp.
- Click Delete to remove the stamp.



Manage Custom Stamps Dialog Box

Note: *Deleting a custom stamp category will delete all stamps that are subordinate to it.*

Cutting/Copying and Pasting a Stamp

To cut/copy and paste a stamp, please do the following:

- Select the stamp you want to cut or copy.
- Right-click the stamp > Cut/Copy.
- Right-click on the page you want to past the stamp and select Paste.

Undoing/Redoing a Stamp

To undo/redo a Stamp, please click Undo or Redo on the Quick Access Toolbar.

Resizing or Moving a Stamp

- Select the Hand Tool Hand or the Annotation Selection Tool Select Annotation.
- To resize a stamp, select it, put the cursor on one of the red points, and drag one of the handles to make your adjustments.
- To move a stamp, select it and put the cursor on one of the segments to drag.
- To add a pop-up note to a stamp, select it and double-click the stamp or right-click it and choose Open Popup Note.

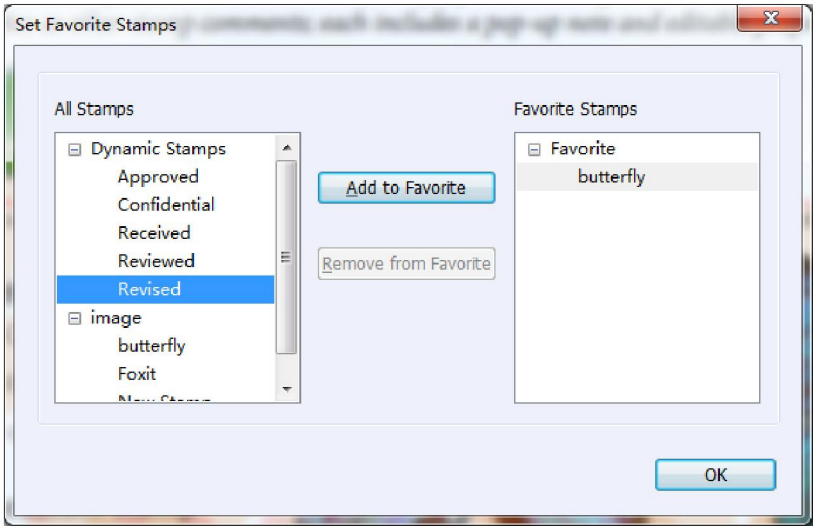
Deleting a Stamp

Do one of the following:

- Select the Hand Tool or the Annotation Selection Tool, and then press the Delete key.
- Select the Hand Tool or the Annotation Selection Tool, right-click on the stamp, and choose Delete from the Context Menu.

Setting Favorite Stamps

- Choose Comment > click Create tool > choose Set Favorite Stamps.
- Select a stamp in All Stamps panel, and then click **Add to Favorite**, then the stamp you select will be added to Favorite Stamps panel.
- To remove a stamp from Favorite Stamps panel, and then click **Remove from Favorite**.



Set Favorite Stamps

Managing Security

Trust Manager

Security Trust Manager added in the Foxit Reader enables users to allow or deny unauthorized actions and data transmission, including URL connection, attachments PDF actions, and JavaScript functions; efficiently avoiding the attack from malicious content and viruses.

To activate Safe Reading Mode, do the followings:

- Select File > Preferences > Trust Manager, and check the option “Enable Safe Reading Mode”.

- Click OK.

Note:

1. If you want to run the program, please uncheck the option “Enable Safe Reading Mode”. And click “Yes” in the pop-up message box when running the operation.

2. If you want to turn off the link warning permanently, please disable Safe Reading Mode by unchecking Enable Safe Reading Mode.

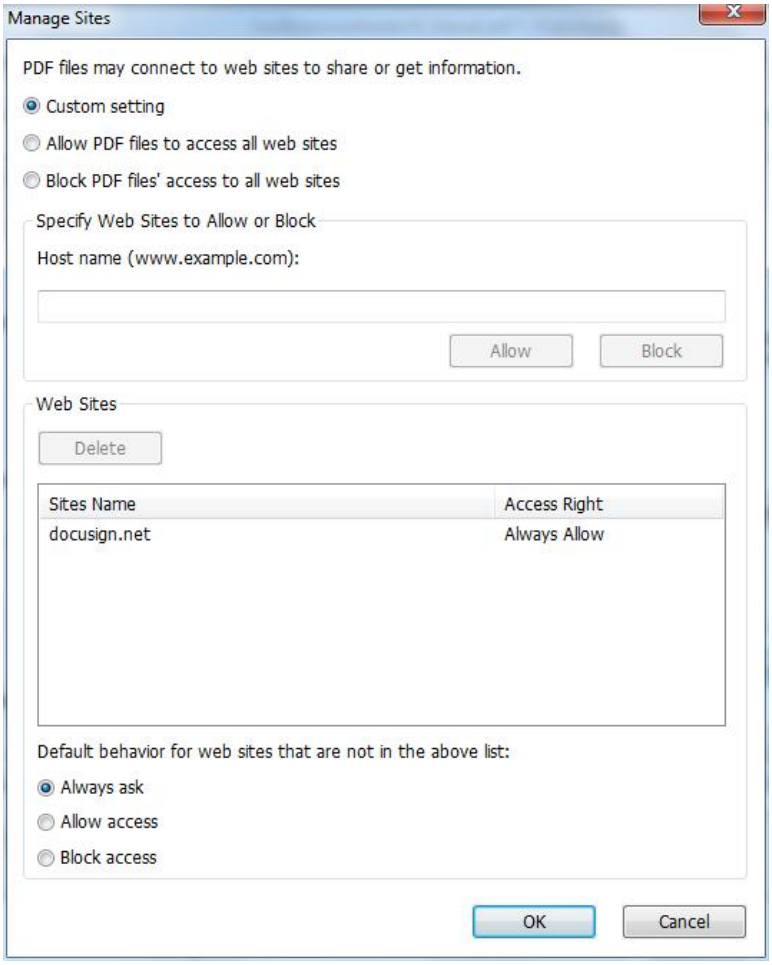
3. If you attempt to open an attachment in PDF in Safe Reading Mode, Foxit Reader will prompt you to disable Safe Reading Mode in Preferences under File Menu.

On-line Whitelist Management

Foxit Reader allows users to add trusted URLs when submitting forms online to better manage the file access.

To set on-line whitelist, please follow the steps below:

Choose File > Preferences > Trust Manger > click Change Settings at the bottom of Trust Manager dialog box, then Manage Sites dialog box will pop up as shown below:



PDF files may connect to web sites to share or get information.

- Custom setting: You can customize the URLs you trust to enable PDF files submission.

  - Select Custom Setting.
  - Input the host name of a website under the Host Name field
  - Click Allow and then click OK.

- Allow PDF files to access all web sites: Select it to allow the submission of PDF files to all web site.
- Block PDF files' access to all web sites: Select it to prevent the submission of PDF files to all web sites.

Web Sites

Under the Web Sites, you can delete URLs you trusted before.

Select a web site in the column, click Delete, and the selected URL will be deleted.

Default behavior for web sites that are not in the above list:

- Always ask: Foxit Reader will always pop up a window saying: “If you trust the site, click Yes, otherwise click No" when you try to submit forms to the websites not listed in the trusted websites. This is selected by default.
- Allow access: Submission of forms to all websites will be available if it is selected.
- Block access: Submission of forms to all websites will be blocked if it is selected.

Run Script Right Control

Foxit Reader allows users to set the rights to run script accordingly so as to conveniently execute files and secure PDF files at the same time. There are four levels for users to choose: Disable JavaScript, Enable secured JavaScript, Enable JavaScript secured and verified by DRM, and Enable all JavaScript.

To set the run script rights, please follow the steps below:

Choose File > Preferences >Trust Manager, and then set the rights as required:

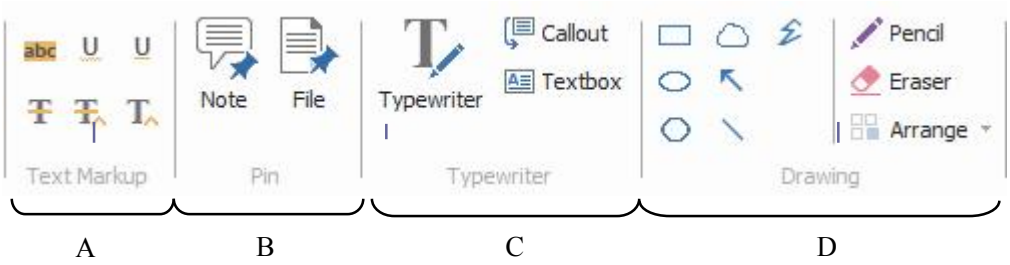
- To enable all JavaScript: Check Enable JavaScript Actions and uncheck Enable Safe Reading Mode.
- To disable all JavaScript: Uncheck Enable JavaScript Actions and check Enable Safe Reading Mode.
- To enable secured JavaScript: Check Enable JavaScript Actions and Enable Safe Reading Mode.
- To enable JavaScript verified by DRM:
    - Check Enable JavaScript Actions and Disable Safe Reading Mode for Trusted Documents.
    - Click Advanced Preferences below to check both RMS Encryption and Digital Signature Verification.

Chapter 5 – Comments

A comment is a written note intended as an explanation, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can type a text message or add a line, circle, or other shape to make comments on PDFs you are reading with Foxit Reader commenting tools. Most types of comments contain a pop-up window displaying your name, date and time you created the comments, and a text message. You can also edit, reply, delete, and move the comments with ease. This function is quite helpful to your studies and work if you have to make some notes on PDF documents.

About the Annotation Tools

Annotation tools make adding annotations on PDFs possible. There are various annotation tools with different functions for you to choose: Typewriter Tools, Drawing Markup Tools, and Text Markup Tools. These tools that are used to add or create comments to PDF documents are placed under Comment menu.



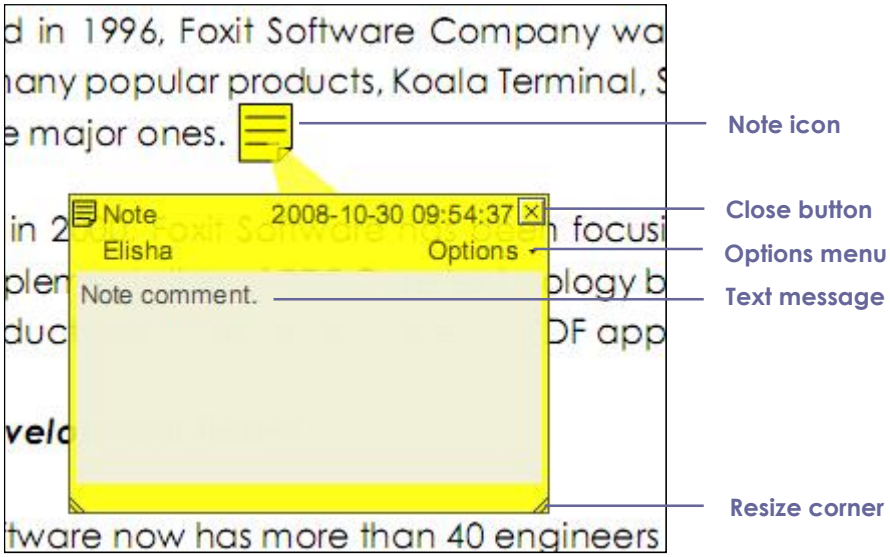
A: Text Markup Tools B: Note and File Comment Tool
C: Typewriter Tools D: Drawing Tools

Selecting Tools to Add Comments

- Select Comment > select a type of tool you want to use under the toolbar.

Adding Note Comments

The most common type of comments is the note comments. A note comment has a note icon that appears on the page and a pop-up note for text message. The message box could be resized and will wrap when you enter much more text. Read below to learn how to add a note comment anywhere on the page or in the document.



To Add a Note Comment

- Choose Comment > click Note tool in Pin ribbon.
- Click where you want to place the note.
- Type text in the pop-up note. You can also use the Select Text tool to copy and paste text from a PDF into the note, or copy the note with Ctrl + C to other applications.

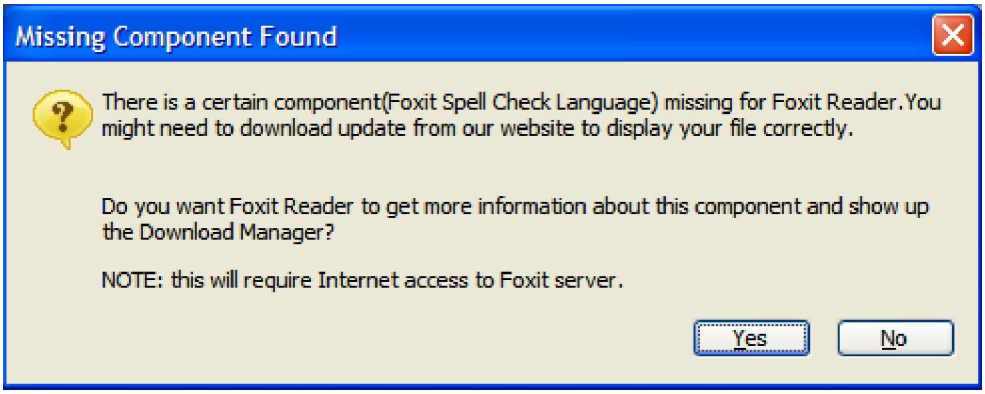
Editing a Note Comment

- Click the text message.
- Make changes as needed.
- Drag its lower right corner to resize the pop-up note.
- Click and drag the title of the pop-up note to move its position.
- When finished, click the title of the pop-up note, or click outside the pop-up note.
- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup of the markup to indicate the presence of text in the pop-up note.
  A. Click the close button in the pop-up note.
  B. Double-click the markup.
  C. Right-click the markup, and choose Close Popup Note.
  D. Choose Close Popup Note from the Options menu of the pop-up note.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow. When you are trying to text any message in the pop-up note, you will be prompted to download Foxit Spell Check Language component if this package hasn't been installed on your computer. Click Yes to download this update.

To download this add-on from the Foxit Website, see also "Spell Checker" .


Missing Component Found
There is a certain component(Foxit Spell Check Language) missing for Foxit Reader.You might need to download update from our website to display your file correctly.
Do you want Foxit Reader to get more information about this component and show up the Download Manager?
NOTE: this will require Internet access to Foxit server.
Yes
No

If you have installed Spell Checker, when you type any English text in the pop-up note, this tool will try to find any spelling errors and highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.

If you want to disable spell check, please go to **File** > **Preferences** > **Spelling** > uncheck the Enable spell check option.

Aligning and Centering Note Comments

- Choose the Note Tool , Hand Tool or Annotation Selection Tool .
- Follow the steps specified in "Working with multiple images".

Deleting a Note Comment

- Choose the Note Tool , Hand Tool or Annotation Selection Tool .
- Do one of the following:
  A. Click the note icon, and press the Delete key.
  B. Right-click the note icon, and choose Delete from the pop-up context menu.
  C. Choose Delete from the Options menu of the pop-up note.

Using the Text Markup Tools

You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight Text Tool, Underline Text

Tool, Strikeout Text Tool, Squiggly Text Tool, Replace Text Tool and Insert Text Tool.

Text Markup Tools

Button	Tool Name	Description
	Highlight Text Tool	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
	Underline Text Tool	To draw a line under to indicate emphasis.
	Strikeout Text Tool	To draw a line to cross out text, making others know the text is deleted.
	Squiggly Text Tool	To draw a squiggly line under. Similar to Underline Tool.
	Replace Text Tool	To draw a line to cross out text and provide a substitute for it.
	Insert Text Tool	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

Foxit Reader offers convenience to users when they choose color and opacity for Commenting Tools. You can set colors and opacity for each tool, and then add any Text Markups to the PDF file. Foxit Reader will remember the color and opacity settings automatically.

Using highlight, underline, strikeout, squiggly and replace tool

1. Highlighting, underlining, striking out, squiggling or replacing text

- Choose Comment >Highlight Tool, Underline Tool , Strikeout Tool, Squiggly Tool , Replace Text Tool or Insert Text Tool .
- Click and drag from the beginning of the text you want to mark up.

2. Adding text message to highlight, underline, strikeout, or squiggly markups

- Select the Hand Tool , Annotation Selection Tool or the corresponding Text Markup Tool > right-click the markup > choose Open Popup Note.
- Type text in the pop-up note. You can also use the Select Text tool to copy and paste text from a PDF into the note, or copy the note with Ctrl + C to other applications.
- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup of the markup to indicate the presence of text in the pop-up note.
  A. Click the close button in the pop-up note.
  B. Double-click the markup.
  C. Right-click the markup, and choose Close Popup Note.

D. Choose Close Popup Note from the Options menu of the pop-up note.

3. Deleting a highlight, underline, strikeout, squiggly replaced or insert markup

Do one of the following:

- Select the Hand Tool

, Annotation Selection Tool

or the corresponding Text Markup Tool > click the markup > press Delete key.
- Select the Hand Tool

, Annotation Selection Tool

or the corresponding Text Markup Tool > right-click the markup > choose Delete from the pop-up Context Menu.
- Choose Delete from the Options menu of the pop-up note.

Using the Select Text Tool

Select Text Tool enables you to add most types of text edits, including highlight, strikeout, underline, squiggly and replacement. It has integrated the select text function with Text Markup Tools. When you select text with the Select Text Tool, a menu of text editing options will appear on the right click context menu. Also, you can also use the Select Text Tool to add bookmarks for PDF files.

Marking up Text with Edits

- Choose Home > click the Select Text Tool

on the toolbar.
- Select the text you want to mark up > right-click the selected text, and then refer to "Using the Text Markup Tools".

Using the Drawing Markup Tools

Drawing Markup tools help you to make annotations with drawings, shapes, and text messages. You can use the Drawing Markup tools to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, etc. Drawing Markup tools provide another kind of comment. It is quite useful when you have to make some shapes to mark the text or image. The table below describes exactly what Drawing Markup tools do.

Drawing Markup Tools

Button	Tool Name	Description

	Arrow Tool	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line Tool	To mark with a line.
	Rectangle Tool	To draw a four-sided plane figure with four right angles.
	Oval Tool	To draw an oval shape.
	Polygon Tool	To draw a closed plane figure bounded by three or more line segments.
	Polyline Tool	To draw an open plan figure with three or more line segments.
	Pencil Tool	To draw free-form shapes.
	Rubber Tool	An implement, acts as a piece of rubber, used for erasing the pencil markups.
	Cloudy Tool	To draw cloudy shapes.

Adding Drawing Markup

Consider the effect you want before selecting a drawing tool.

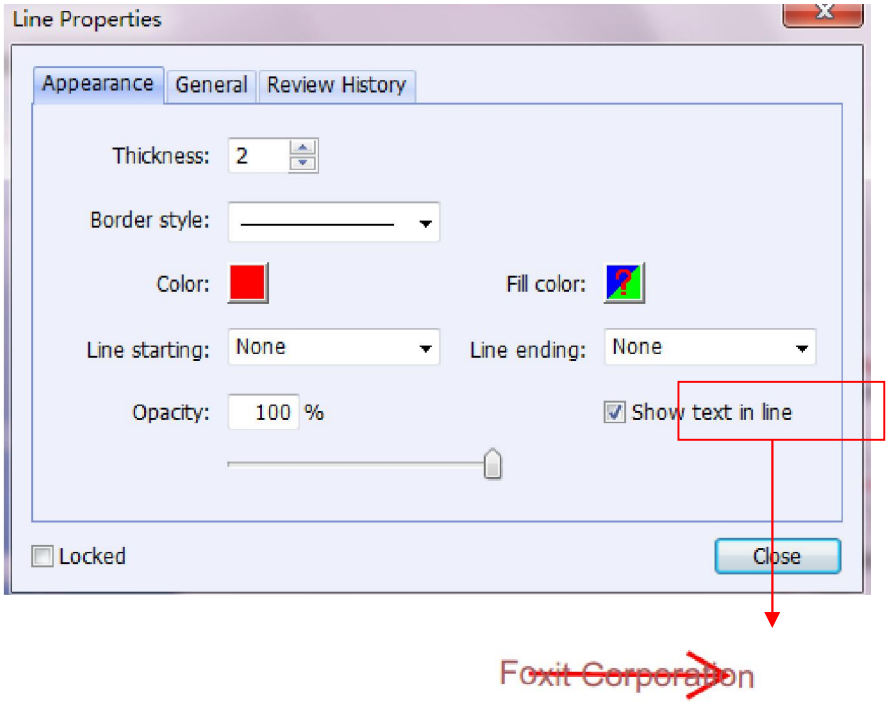
- Choose Comment and click the drawing tool as needed in Drawing ribbon.
- To draw a line, or arrow, drag across the area where you want the markup to appear.
- To draw a square, rectangle, circle, or oval, drag across the area where you want the markup to appear.
- To create a polygon, polyline, or cloud shape, click to create the start point, move the pointer, and click to create each segment. To finish drawing the shape, click the start point or double-click to end it. For polygon line, you can end the drawing only by double-clicking.
- To draw free-form lines using the Pencil Tool

, drag across the area to make any shapes you want. You can release the mouse button, move the pointer to a new location, and continue the drawing.
- To erase parts of the pencil drawings, select the Rubber Tool

, click the pencil drawings, and click them again when an eraser appears on the drawings.

Tips:

- To draw a line that is horizontal, vertical, or at a 45 degree angle, press Shift while you draw.
- To draw a square or circle with Oval Tool or Rectangle Tool, press Shift while you draw.
- Double-click the markup to write the comment.
- Right-click the markup or click the option on the comment box to open the properties box. Set the properties according to your requirements.
- If you draw a line or arrow, you can enable the comment to be shown on the line or arrow by checking **Show text in line** in the line properties box.



Editing, resizing or moving the markup

- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool.
- To edit or resize the drawing markup, select it, put the cursor on one of the green points, and drag one of the handles to make your adjustments.
- To move the drawing markup, select it and put the cursor on one of the segments to drag.
- To add a pop-up note to the markup, select it and double-click the markup or right-click it and choose Open Popup Note.

Aligning and centering drawing markups

- Choose the Hand Tool or the Annotation Selection Tool .
- Follow the steps specified in "Working with multiple images".

Deleting the Markup

Do one of the following:

- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool > press the Delete key.
- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool > right-click the drawing markup > choose Delete from the Context Menu.
- Choose Delete from the Options menu of the pop-up note.

Grouping the Markups

Grouping drawing markups enables you to combine them so that you can work with them as though they were a single object. You can move or delete the group, set its status, change its appearance, etc.

Select the Hand Tool or Annotation Selection Tool, and do one of the following:

- To group the markups, select the markups you want to group by pressing Ctrl > right-click on one of the selected markups, and choose Group.
- To work with a group, select one of the markups and then work with the group as other comments.
- To ungroup the markups, select the group > right-click on it, and choose Ungroup.

Using the Typewriter Tools

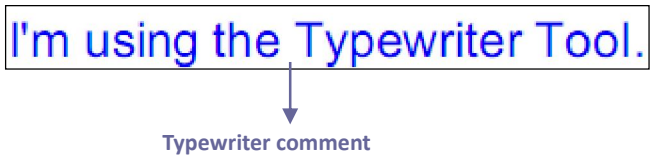
The Typewriter Tools include Typewriter Tool, Callout Tool, and Text Box Tool.

Using the Typewriter Tool

Typewriter Tool acts as a machine to produce text on PDFs by manually pressing keys consecutively on a keyboard. You can use the Typewriter Tool to add comments anywhere on a PDF, which doesn't appear as annotations.

Note: *The Typewriter Tool can be used to fill forms.*

See also "Filling non-interactive forms".



Adding Comments with Typewriter

- Choose Comment and click Typewriter Tool
- Put the pointer on the area to type any text you want.
- Press Enter if you want to start a newline.
- To finish typing, click anywhere outside the text you have inputted.

Editing the Typewriter Comment

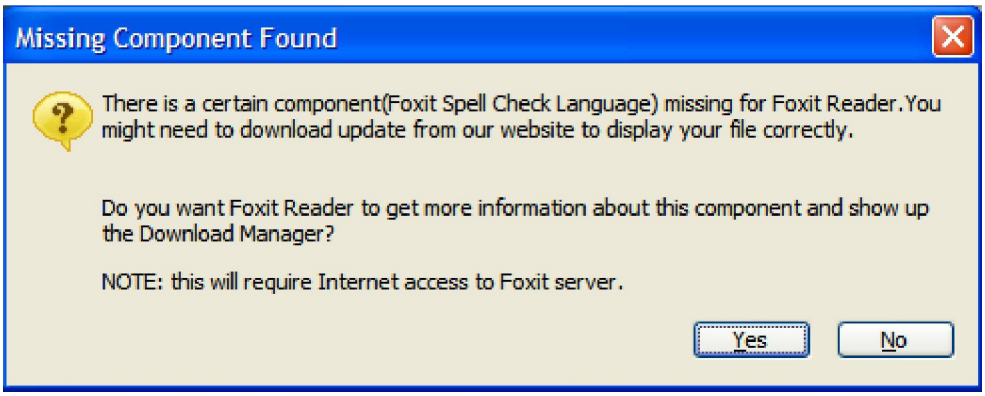
- Choose Comment and click the Typewriter Tool on the toolbar.
- Put the pointer between the letters to activate the typewriter text field.
- Do any changes to the text you have inputted. Use Backspace or Delete keys to delete the characters before or after the pointer.
- To finish editing, click anywhere outside the text field.

Tips: You can use the Arrow Keys to move the pointer right and left or up and down.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow. When you are trying to insert any text with Typewriter, you will be prompted to download Foxit Spell Check Language component if this package hasn't been installed on your computer. Click Yes to download this update.

To download this add-on from the Foxit Website, see also "Spell Checker" .


Missing Component Found
There is a certain component(Foxit Spell Check Language) missing for Foxit Reader.You might need to download update from our website to display your file correctly.
Do you want Foxit Reader to get more information about this component and show up the Download Manager?
NOTE: this will require Internet access to Foxit server.
Yes
No

If you have installed Spell Checker, then when you use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.

Moving the Typewriter Comment

Do one of the following:

- Choose Comment and click the Typewriter Tool on the toolbar, and follow the steps below:

  A. Put the pointer between the letters to activate the typewriter text field.
  B. Move the pointer to the leftmost or rightmost side of the text field.
  C. When the cursor turns to be an arrow , hold down the mouse and drag the typewriter comment to the intended place.

  Tips:

  ✧ You can use Home, End or Arrow Key to move the cursor among characters.
  ✧ When moving the typewriter comment, a rectangle appears.

- (Recommended method) Select Hand Tool or Annotation Selection Tool , click the typewriter comment, and move it to the intended place.

Deleting the Typewriter Comment

Do one of the following:

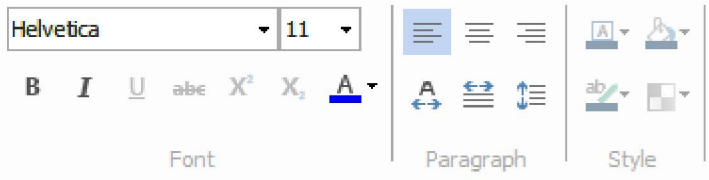
- Choose Comment and click the Typewriter Tool on toolbar. Position the cursor to the ending or beginning of the text, drag the cursor to select them all, and press the Delete key.
- (Recommended method) Click the Annotation Selection Tool or Hand Tool , right-click the text field, and choose Delete.

Note: *You can also add a pop-up note to the Typewriter Comment with the following steps:*

✧ *Select the Annotation Selection Tool* *or Hand Tool* *.*
✧ *Right-click the typewriter comment.*
✧ *Select Open Popup Note, and add any text message.*
✧ *To close the Popup Note, click the Close button at the top right corner of the message box, or right-click the typewriter comment and choose Close Popup Note, or* Choose Delete from the Options menu of the pop-up note.

Setting Typewriter Preferences

Click Typewriter tool on the toolbar, choose Format Menu to expand typewriter setting toolbars, and then you can set the font style, size, color and alignment of the text.



1. Modifying current font style, size and color of the typewriter

- To modify font style, drop down the Font list box, and select the font you want.
- To modify font size, drop down the Font Size list box on the Typewriter toolbar, and select an ideal size for your text.
- To set a typewriter font as default, just choose the right font and color. When you close out of the program, it will save that, and it will default to that you saved before when you open the program.
- To change the color of the current typewriter font, click the Color button on the Typewriter toolbar, and select a color as needed.
- To apply the bold formatting to the curent typewriter font, click the Bold button on the Typewriter toolbar.
- To apply the Italic formattting to the current typewriter font, click the italic buttion on the Typewriter toolbar.

2. Aligning text

You can set the alignment of any inputted text using the text-align buttons. These buttons can be used to set the alignment for text in multiple lines.

- To align text to the left, click the Align Left button on the Typewriter toolbar.
- To center text, click the Center button on the Typewriter toolbar.
- To align text to the right, click the Align Right button on the Typewriter toolbar.

3. Changing current character space and scaling

- To change the character space of the current typewriter text, click the Character pacing button under Format menu. The Character Spacing dialog box appears. Then enter the intended value in the Point box, and click Ok to change.

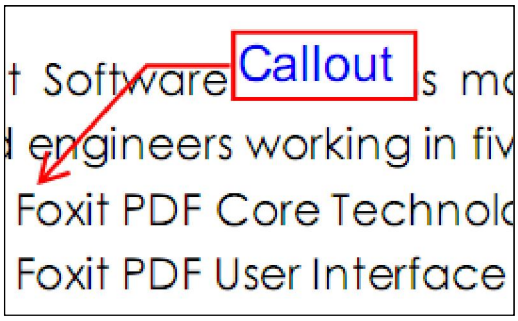
Note: The value inputted should be >=0.

- To change horizontally the font scale of the current typewriter text, click the Character Scaling button under Format menu, select a percentage from the drop-down menu, or click More to manually enter a customized percentage.
- To change line spacing of the current typewriter text, click the Line Leading button on the Typewriter toolbar, enter the value to adjust the leading and click OK.

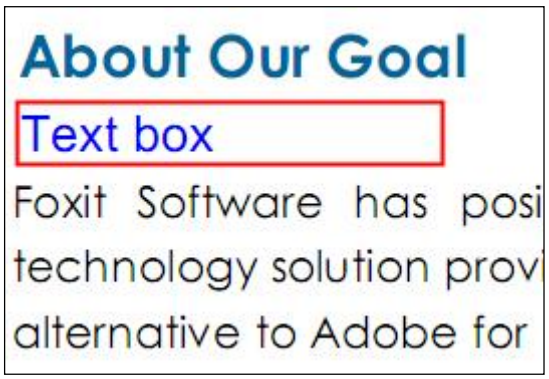
Adding Comments in a Text Box or Callout

Callout Tool and Text Box Tool are designed for users to create comments in a callout text box or a box.

Callout text boxes are especially useful when you want to single out (but not obscure) a particular area of a document. Callout text boxes include three parts: a text box, a keen line, and an end-point line.

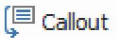


A text box is a rectangle of any size, possibly with a border that separates the text box from the rest of the interface, allowing the user to input text information. A text box usually remains visible on the document page. It doesn't close like a pop-up note.



Note: *You can add comments to Japanese, Chinese, and Korean text with the Callout Tool or Text Box tool, but you must have the Eastern Asian Language module installed. Callout text boxes and Text boxes allow for horizontal text only.*

Adding a Callout or Text Box

- Choose Comment and click Callout tool 

under Typewriter ribbon.
- Click the place where you want to insert the callout or text box.
- Type the text. Text wraps automatically when it reaches the right edge of the box.

Resizing, moving, editing or deleting a callout or text box

Select the Hand Tool

or Annotation Selection Tool

, and do one of the following:

- To resize the callout or text box, select it and drag any of the handles to resize it.
- To move the callout or text box, select it and drag to the intended place.
- To set the border color or the fill color for the text in callout and text box, please click on the Border Color button or the Fill Color button on the Format Toolbar and change the colors.
- To add a pop-up note to the callout or text box, double-click it or right-click it and choose Open Popup Note.
- To delete the callout or text box, select it and press Delete, or right-click it and then choose Delete.

Aligning and Centering Typewriter Comments

- Choose the Hand Tool

or Annotation Selection Tool

.
- Follow the steps specified in "Working with multiple images".

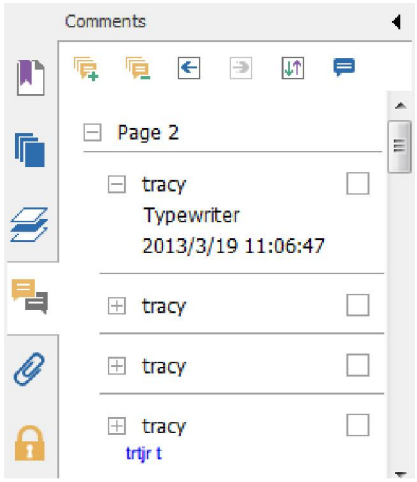
Setting Callout or Text Box Preferences

Please refer to "Setting typewriter preferences".

Working on Comments

Viewing Comments

- To view comments in the Comments panel, please go to View > Navigation Panels > Comments.



Comments Panel

In the Comments panel, there are a number of options as follows:
Expand All – expands all of the items listed on the Comments panel.
Collapse All – collapses all of the items in the view.
Next – goes to the next comment if you choose to expand all the items.
Previous – goes to the previous comment if you choose to expand all the items.
Sort By – selects to sort the comments by type, page, author or date, status or checkmark status.

- The comment is displayed in the popup note or on the markup icon and acts as a tooltip when the popup note is closed.
- If you input the comment with too many lines, it will only show some of the comment while the rest will be displayed as suspension points when the cursor is moved outside the popup note. Click inside the message box to view it with scroll bar.

Hide or Show Comments - Click the icon on the upper right corner of Comment panel to hide or show all comments.

Setting a Status

Setting a status is useful for keeping track of comments that you have read. You can use the status to indicate which comments you want to accept, reject, cancel, or complete.

By setting the review status, you can let review participants know how you are going to handle the comment. Once the review status is set, you cannot remove the review status display from

history in the Review History list, even if you change the review status to None.

Changing the Status of a Comment:

- With the Hand tool, Annotation Selection tool or the corresponding tool selected, right-click a comment you want to change the status of, choose Set Status > Accepted/Rejected/Cancelled/Competed from the drop-down menu.
- To view a markup's history of changes:
  A. Right-click the markup, and then choose Properties.
  B. In the Properties dialog box, click the Review History tab to view the history of status changes people have made to a markup.

Setting Checkmark Status for Comments

Checkmarks are useful for keeping track of comments you have read or that require further action. You can make checkmark for each comment according to your needs.

To set the checkmark of a comment, please follow the steps below:

- Go to View > Navigation Panels > Comments
- Click Expand All tool on the Comments Pane to expand all the comments, and you will find the check box right beside the comment.
- Click the check box to set the check status of a comment.
- (Recommended) Right-click the comment you are going to make the checkmark, and choose Mark with Checkmark from the drop-down menu.

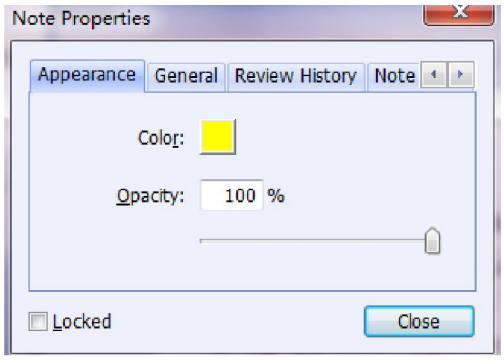
After marking the comments with checkmarks, you can sort comments by checkmark status for easy reference.

Changing the Appearance of Markups

You can change the color and appearance of comments or markups before or after you create them. Also, you can set the new look as the default appearance for that tool.

Changing the appearance of Note Comments

1. After you create a note comment, right-click the note icon and choose Properties…, or choose Properties from the Options Menu of the popup note to display the Note Properties dialog box.



2. In the Note Properties dialog box, do any of the following, and then click Close:

Click the Appearance tab to change the color and opacity of the comment.

- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

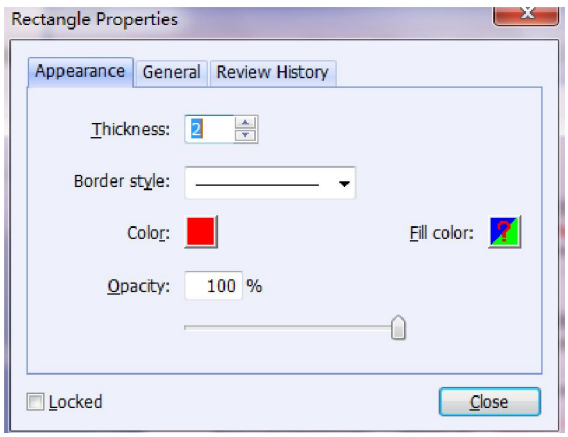
See also "Setting a status".

- Click the Note Type tab to change the type of icon used.
- Select Locked at the bottom of the Note Properties dialog box to prevent the comment from being altered or deleted.
- Use the button at the top right corner of the Note Properties dialog box to choose any tabs.

Changing the Appearance of Text Markups

- Follow the steps of "Changing the appearance of Note Comments".
- There is no Note Type tab in Text Markups settings.

Changing the Appearance of Drawing Markups

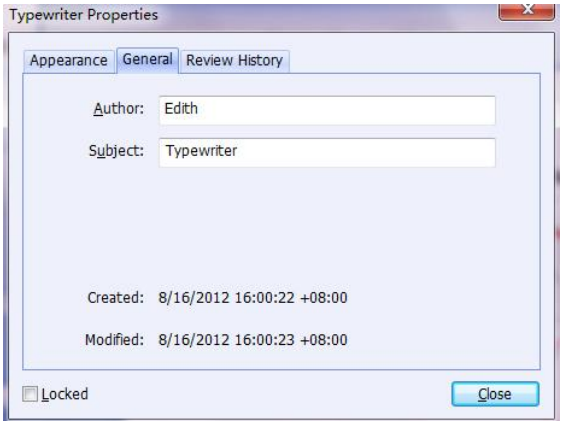


In the Properties dialog box, do any of the following, and then click Close:

- Click the Appearance tab to change such options as the color, opacity and type of border used. The type of the comment selected determines which options are available.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

  See also "Setting a status".
- Select Locked at the bottom of the Properties dialog box to prevent the comment from being altered or deleted.

Changing the Appearance of Typewriter Markups



- Click the Appearance tab to change the opacity of the comments.

- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

  See also "Setting a status".

- Select Locked at the bottom of the Note Properties dialog box to prevent the comment from being altered or deleted.

Note: For Typewriter appearance, only opacity can be changed.

Changing the Appearance of a Text Box or Callout

Please refer to "Changing the appearance of Drawing Markups".

Note: You can press ESC to return to Hand tool

anytime the comment tool is applied.

Setting Current Properties as Default

Foxit Reader allows you to set current properties of any comment as default for easier application. For example, when you set the color or opacity of the Highlight tool, you can right-click the highlighted contents and choose Set Current Properties as Default in the drop-down menu. When you highlight the contents next time, the color and opacity you set before will be applied.

To set current properties as default, please do one of the follows:

- Right-click the comment in the PDF and choose Set Current Properties as Default in the drop-down menu.

- Choose Options on the popups of the comment, and click Set Current Properties as Default from the drop-down window.

Replying to Comments

Replying to comments is useful in shared reviews, when participants can read each other's comments. They can also be used by review initiators to let reviewers know how their suggestions are being implemented. All replies appear in the popup note and are listed below the original comment. You can view the respective reply with the reply title and mark.

1. Replying to original comments in the pop-up note

- Using the Hand tool, Annotation Selection tool, or the corresponding comment tool > open the pop-up note for the comment.
- Right-click the original comment and select Reply, or right-click the comment icon and select Reply.
- Type your reply in the text box that appears in the pop-up window.

2. Responding to other reviewers' comments

- Using the Hand tool, Annotation Selection tool, or the corresponding comment tool > open the pop-up note for the comment.
- Right-click other reviewer's comment and select Reply to this Reply.
- Type in your comments in the text box that appears next to the reviewer's comment.

3. Deleting the Reply Message

In the note pop-up window, right-click the Text message window and click Delete this Reply.

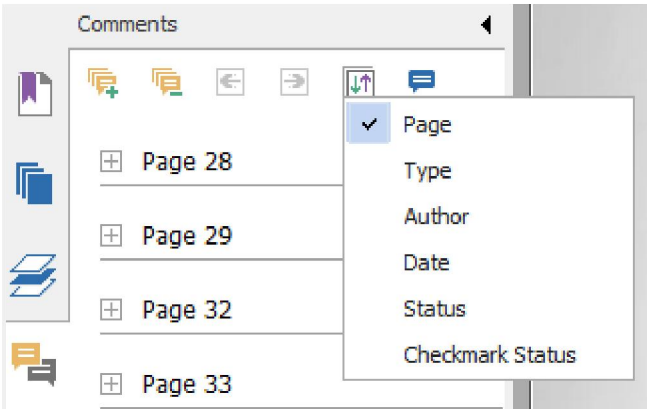
Note: *Right-click the comment icon and select Delete will remove this markup.*

Sorting Comments

Usually, comments are listed as per their pages in the document. However, you can sort them by type, author, date, status and checkmark status for easy references.

To sort the comments, please follow the steps below:

- Go to View > Navigation Panels > Comments.
- Click and choose relevant option.



- Page: to sort comments by page.
- Type: to sort comments by the types of tools, such as typewriter, note, file attachment, etc.
- Author: to sort comments by their creators.
- Date: to sort comments by the date they are created.
- Status: to sort comments by their status, such as rejected, approved, completed or canceled, etc.
- Checkmark Status: to sort comments by checkmark status.

Summarizing Comments

Summarizing comments is an easy way to obtain a synopsis of comments associated with the PDF. You can create a new PDF with comments when summarizing comments. Comments summary could be sorted by page, author, date or type to satisfy different requirements. Moreover, you can set properties for new document such as paper size, margin, page range, font size, etc. in the Create Comment Summary.

1. Choose Comment and click Summarize Comments in the Manage Comments ribbon.

2. In Create Comment Summary dialog box, please do the following:
    - Select how you prefer to create comment summary.
    - Select Comment Type, such as All, Text, Line, etc.
    - Choose paper size, such as A4, A3, etc.
    - Choose font size and how to sort comments.
    - Specify page range.
    - Choose the color and opacity of Connector Line (only available when you choose to create document and comments with connector lines.)
3. Click OK and the comments will be summarized in a new PDF. You can save the new PDF as you need.

Importing & Exporting Comments

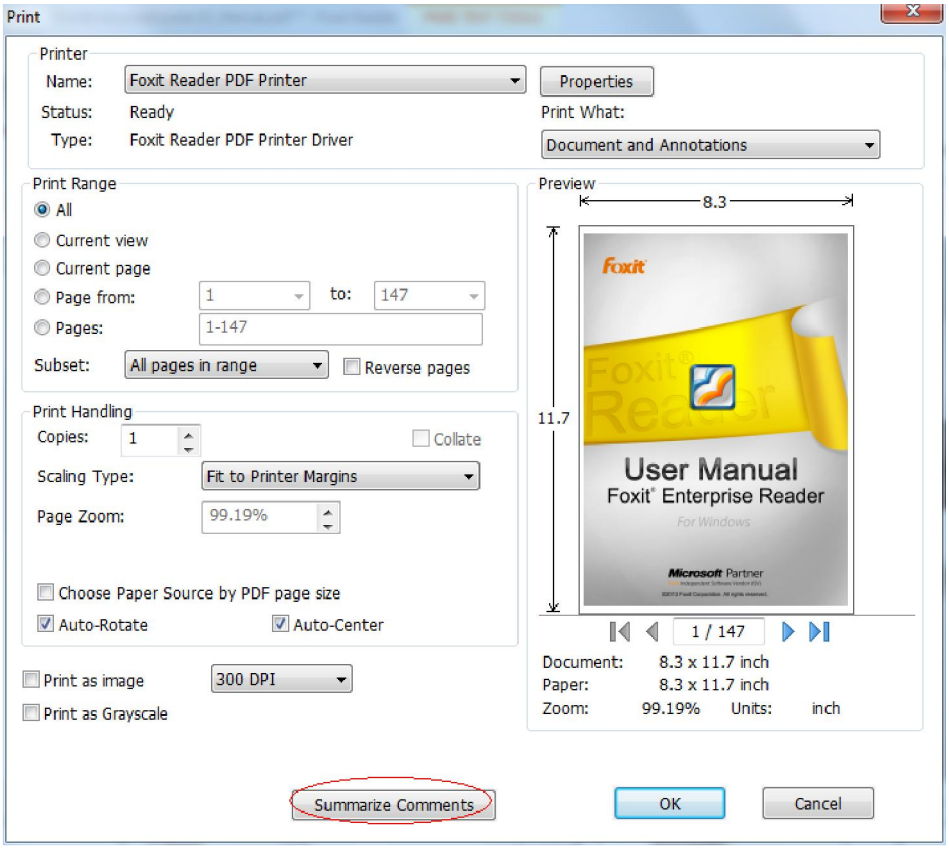
Please refer to "Importing & Exporting Comments Data".

Printing Comments

Foxit Reader allows users to print the document together with the content of the attached notes.

To print texts created by comment tools, please choose File > Print > click Summarize Comments.

A window will pop up asking you whether to print the summarized comments in current document, click Yes to continue printing.



Sending Annotated PDFs

Foxit Reader makes it easy for users to share reviews. You can send your annotated PDFs to any reviewers to see and respond to your comments.

To send an annotated PDF file, do the following:

- Click on the Save button to save all the comments you have made.
- Go to Share>Email.

Note: If you did not save the document before emailing it, Foxit Reader will pop up a window asking you whether to save changes before sending.

Chapter 6 – Form

Foxit Reader is extremely useful for form filling and form designing. Please read below for more information.

General Information

There are two kinds of “form” files. First, is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields without using other features. This is called an *Interactive PDF Form*. The other kind of form is a plain PDF file with lines and texts, which should be filled with the typewriter feature in Foxit Reader. This is called a *Non-interactive PDF Form*.

You will need to navigate and adjust views of a form in exactly the same way that you do in ordinary PDFs.

Interactive Form

For interactive forms, you will see a document message bar appear between the Reader toolbars and the form itself. To close this message bar, please click on the rightmost. If you do not want to see it again when reopening this file, please choose File > Preferences > Forms> General> check Always Hide Document Message Bar. To show it, redo the steps and uncheck Always Hide Document Message Bar.

The left side of the message bar typically informs you that this document is a fillable form. The right side of the message bar has two buttons. The first is a Highlight Fields button, which highlights the backgrounds of all blanks to be filled in and outlines any required blanks, making it obvious and easy to see them at a glance. Click it to highlight all fields or cancel the highlight. The other one of the buttons is Close button , click it to close the Document Message Bar.

XFA (XML Forms Architecture) Form

With Foxit Reader, you can fill in XFA forms with the Hand Tool

, the same which you were able to do with normal fill-able forms (also known as AcroForm).

See also “Setting form Display Preferences”.

Non-interactive Form

The document message bar will not appear. This kind of form acts like an ordinary PDF document that has plain text and you will need to use the Typewriter feature to fill in this form.

Filling in PDF Forms

PDF form operation: Foxit Reader allows you to fill in PDF forms and print them out. These basic features are free for both personal and non-personal usage. Moreover, Foxit Reader supports advanced form operations, such as saving filled-out forms and import/export forms.

Filling Interactive Forms

If a PDF form contains interactive form fields, you can fill in the form with the Hand Tool

. When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- Pointing Finger -- Appears when the pointer is over a button, radio button, check box, or item on a list.
- Arrow -- Appears when you can select an item in a list of options.
- I-beam icon -- Appears when you can type text into the form field.

To fill in an interactive form, please do the following:

- If necessary, select the Hand tool

.
- (Optional) To make form fields easier to identify, check the Highlight fields on the document message bar. Form fields appear with a colored background (yellow by default).
- Click in the first form field you want to fill in, either to select that option or to place an I-beam pointer in the field so that you can start typing.
- Right-click the text fields, and choose Paste or Select All to do other operations.
- After making a selection or entering text, do any of the following:
  A. Press Tab or Shift + Tab to accept the form field change and go to the next or previous field.
  B. Press the Up arrow key to select the previous option in an item of list, or press the Down arrow key to select the next option.
  C. Press ESC to reset clear a form entry.

Note: *If the current form field is a single-line text box, you can press Enter to accept your typing and deselect the field. You cannot start a newline in text box. If the current field is a check box, pressing Enter or Space bar turns the check box on or off. In a multiline text form field, pressing Enter creates a paragraph return in the same form field.*

- After you fill in the form fields, do one of the following:
  A. Click the submit button if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.
  B. Click Save icon on toolbar, or choose File > Save.
  C. Choose File > Save As…, and specify a location for the copy.

Note: *If the form author gave Reader users extended rights, the saved copy will include the entries you made in the forms. Otherwise, the saved copy will be blank.*

- Print the form.

Clearing a form entry

Click one of the form fields, and use the Backspace key or Delete key.

Clearing Unsaved Form Entries

Choose Forms > Reset form.

Clearing a Form in a Browser

Do either of the following:

- Choose Form > Reset Form in Form Data ribbon. You can't undo this action.
- Quit the browser, and start again.

Note: *Clicking the web browser's Reload for Refresh button, the Back or Go Back button, or following a link to another page may not complete clear the form.*

Filling Lengthy Entries in Forms

Some PDF forms can contain dynamic text fields, which changes the text you input in size to accommodate the text fields. The text appears smaller and smaller when the words you type exceed the current size of the field. When you're finished typing and the field is deactivated, the text field displays all of the typed text in smaller size.

Spell-checking Form Entries

You can spell-check the text you typed in form fields or Form Designer if the security settings allow.

If you have installed the Spell Checker, when you insert any English text in the form fields, the spelling errors will be highlighted and underlined with squiggly lines.

To spell-check entries, do the following:

- Right-click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.
- If all the suggested words are not the exact words you want to input, try to correct them with other words.

Filling non-interactive forms

If a PDF form contains non-interactive form fields, you can fill in the form with the Typewriter . When you place the pointer over a non-interactive form field, the basic pointer icon doesn't change.

Non-interactive PDF forms can be printed and filled in by hand. Or, you can click the Typewriter icon to type information over the blank form fields and then save or print a copy of the completed form.

To use the Typewriter Tool to fill the non-interactive forms and spell-check the entries, please refer to "Using the Typewriter Tool" .

Commenting on Forms

You can comment on PDF forms, just as on any other PDF. You can add comments only when the form creator has extended rights to the users.

Whether or not these comments are included when the form is submitted depends on how it is submitted. For example, if you use Foxit Reader to print the form for mailing or faxing, the comments do not appear. But if you attach the filled-in form to email as a complete PDF, the comments are included. Also, you can send the comments separately as an email attachment.

See also "Comments".

Importing & Exporting Form Data

Please refer to "Importing & Exporting Form Data".

Chapter 7 – Data Import & Export

Data in PDFs can be imported and exported to FDF files. FDF, namely Forms Data Format, a file format used for interactive form data, is used when submitting form data to a server, receiving the response, and incorporating it into the interactive form. It can also be used to export form data to stand-alone files that can be stored, transmitted electronically, and imported back into the corresponding PDF interactive form. In addition, FDF can be used to define a container for annotations that are separate from the PDF document to which they apply. Or sometimes, when you have to send a PDF file to others but do not want them to see your comments and form data, you may export all the data with this function, clear the file and send it to others. In this way, all the data you added can be removed.

There are two kinds of data that can be imported and exported: comment data and form data. You can also send the comment data or form data as FDF file to your clients or friends. The FDF does not only save all the data contents of the PDF documents, but also remembers their specific positions and status in the files.

Importing & Exporting Comments Data

This feature is especially useful for PDF reviewing. When you receive an email invitation to a PDF review, the invitation typically includes the PDF as an attachment or provides a URL to the PDF. Alternatively, you may receive a Form Data Format (FDF) attachment. When opened, an FDF file configures your review settings and opens the PDF in a web browser. At this moment, you need to know how to import the comment data from the FDF file. Similarly, you may export comment data and send them as a FDF file to the other participants.

Importing Comments Data

Do one of the following:

- Double-click a FDF file to open it directly with Foxit Reader.
- Choose Comment > Import tool in Manage Comments ribbon > navigate to where the desired FDF file is, select it, and press “Open”. You will be prompted that the comments data has been imported successfully.

Exporting Comments Data

To export comments data, please do one of the following;

- To export as a FDF

  A. Choose Comment and click Export tool in Manage Comments ribbon.

  B. You will be presented with a standard Windows “Save” dialog. Navigate to where you want to save the FDF file (e.g., your Documents folder), write its name and click Save button.

  C. You will be prompted that the data has been exported successfully.

- To Export and Send in an E-mail

  A. Choose Comment and click FDF via Email tool in Mange Comments ribbon.

  B. Your default e-mail program will pop up, and the comments data will be exported as a FDF file and attached in the email automatically.

  C. Type the e-mail address and title > click Send.

  D. The comments in FDF will be sent separately.

Note: *The option of Export comments data will be available only when the comments have been added to the PDFs.*

Importing & Exporting Form Data

Importing and exporting form data is similar to importing and exporting comment data. However, this function is only for PDF interactive forms. All the options for importing and exporting form data will be unavailable when you open other ordinary PDFs or non-interactive forms.

To learn how to import and export form data, please view “Importing & Exporting Comments Data”.

Chapter 8 – Advanced Editing on PDFs

Foxit Reader has brought in some new advanced features for PDF editing. You can even create bookmarks, add links, attach files, add images, play and insert multiple files, as well as run JavaScript on PDF files.

Creating Bookmarks

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during the PDF creation. Bookmarks in PDF files provide interactive links to a specific destination. The reader just needs to click on a bookmark to view the page in which the bookmark is linked.

Bookmarks are useful for users to mark a place in a PDF file so that users can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. Now with Foxit Reader, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

Adding a Bookmark

1. Go to the page where you want the bookmark to link to. You can also adjust the view settings.

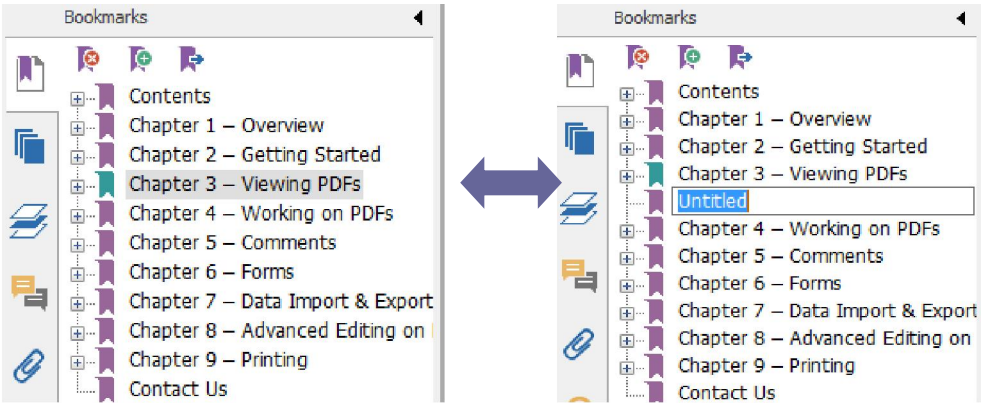
2. Use the Hand Tool

to create the bookmark:

- To bookmark a portion of a page, adjust the view of the document if necessary, and move the portion into the center of the window.
- To bookmark selected text, use the Select Text Tool

, right-click the selected text and choose Bookmark or press Ctrl+B.

3. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the bookmark list.


Bookmarks
Contents
Chapter 1 – Overview
Chapter 2 – Getting Started
Chapter 3 – Viewing PDFs
Chapter 4 – Working on PDFs
Chapter 5 – Comments
Chapter 6 – Forms
Chapter 7 – Data Import & Export
Chapter 8 – Advanced Editing on
Chapter 9 – Printing
Contact Us
Bookmarks
Contents
Chapter 1 – Overview
Chapter 2 – Getting Started
Chapter 3 – Viewing PDFs
Untitled
Chapter 4 – Working on PDFs
Chapter 5 – Comments
Chapter 6 – Forms
Chapter 7 – Data Import & Export
Chapter 8 – Advanced Editing on
Chapter 9 – Printing
Contact Us

4. Click the New Bookmark icon at the top of the Bookmarks Panel, or right-click the selected bookmark and choose Add Bookmark.

5. Type or edit the name of the new bookmark, and press Enter.

Moving a Bookmark

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly next to the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste after Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is moved.*

Organizing a Bookmark Hierarchy

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within others. It is an efficient way to display a comprehensive list of bookmarks in a PDF file. In Foxit Reader, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in the Bookmark Panel.

Nesting a Bookmark

Select the bookmark you want to nest, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly underneath the

parent bookmark icon. The Line icon shows the place where the icon will be located.

- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste under Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is nested.*

Moving a Bookmark out of Nested Position

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly next to the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste after Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is nested.*

Expand or Collapse a Bookmark

- Click the plus sign (+) left to the bookmark icon to show any children. Click the minus sign (-) to collapse the list.
- To select the bookmark for the displayed page of the PDF document, click the Expand the Current Bookmark button at the top of the Bookmarks panel. ***See Also:*** *To expand the current Bookmark*.

Editing a Bookmark

In Foxit Reader, you are able to edit, change, or move the bookmarks with ease if the security settings allow.

Renaming a Bookmark

Right-click the bookmark you want to rename in the Bookmarks Panel > choose the Rename option > type the new bookmark name.

Resetting a Bookmark's Destination

Do the following:

- In the document pane, move to the location you want to specify as the new destination.
- (Optional) Adjust the view magnification.
- Right-click the bookmark, and choose Set Destination.

Customizing the Text Appearance of a Bookmark

You can change the font style or color of a bookmark to make it easier to read.

- In the Bookmarks Panel, right-click the bookmark > choose Properties.
- In the Bookmark Properties dialog box, click the Appearance tab, and select the font style and color for the text.

Note: *After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of Use Current Appearance as New Default.*

Adding an Action to a Bookmark

Bookmarks can also perform actions, such as opening a file, executing a menu item, submitting a form, etc.

1. Right-click a bookmark, and choose Properties.
2. In the Bookmark Properties dialog box, click Actions.
3. Choose an action from the Select Action menu and click Add, and then do the following:

- Select Trigger – Specifies the user action that initiates an event: Mouse Up.
- Select Action – Specifies the event that occurs when the user triggers the action: Go to a page view, Open/execute a file, Open a web link, Show/hide a field, Execute a menu item, Submit a form, Reset a form, Import from data, and Run a JavaScript.

A. Go to a page view – designate to a specific page view. You can not only designate to a page in the current PDF, but also to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click Add button and do one of the following:

- ✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.
- ✧ Set the position in another PDF document – click the Open button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window but not a new window.*

- ✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.
- ✧ Click Cancel to revoke your operation.

B. Open/execute a file – designate to open another file. To do this, please follow the steps below:

- ✧ Choose Open/execute a file > click Add… > select the destination file and click Open.

C. Open a web link – designate to open a web link. Do the following:

- ✧ Choose Open a web link > click Add…> enter the URL of the destination web page.

D. To show/hide a field, select the option > click Add…> choose to show or hide the selected button when the user triggers the action, and click OK.
E. To execute a menu item, select the option > click Add… > select one of a menu item in Execute a named command dialog box, and click OK.
F. To submit a form, select the option > click Add button > choose the submission method, select Export Format and decide which fields should be submitted, and click OK.
G. To reset a form, select the option > click Add…> select the fields that will be reset, and click OK.
H. To import form data, select the option > click Add… > choose the FDF file that contains the form data you want to import, and click Open.
I. To run a JavaScript, select the option > click Add… > Enter JavaScript, and click OK and Close.

- Actions – Displays the list of triggers and actions that you have defined.
- Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
- Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
- Delete – Removes the selected action.

Deleting a Bookmark

To delete a bookmark, please do one of the following:

- Select the bookmark you want to delete and click the Delete button at the top of the Bookmarks Panel.

- Right-click the bookmark you want to delete and choose Delete.

Note: *Deleting a bookmark deletes all the bookmarks that are subordinate to it.*

Adding Links

You may add rectangle or quadrilateral links to a PDF file and specify their destination, which can be a page view, a named destination, an external file, or a web page. Also, you are able to change the appearance of the link, including the thickness, border style and color of the lines when you create them. This function helps you to lead the readers to related articles, references, or the intended web page.

Adding a Link

Link Tool enables you to add a link with the shape of rectangle on the PDFs.

To add a link, please do the following:

- Choose Home and click Link tool in Insert ribbon.
- Position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle.

Tips: To draw a square link, press Shift key when you hold and drag your mouse button.

- Right after you draw a link, a Create Link window will pop up, under which you can set the appearance and destination of the link.

➢ ***Appearance***

A. Thickness – the thickness of the four sides of the rectangle. The higher of the value, the thicker of the sides. You can choose the thickness from 0-12, while the default is 1.
B. Border Style – the style of the rectangle's border. There are three types of the border styles:

Solid: the border is solid, but not hollowed out.
Dashed: the border is drawn as a dashed line.
Underline: the sides are visible except the underline.

Solid Style

Dashed Style

Underline Style

Three Types of Border Styles

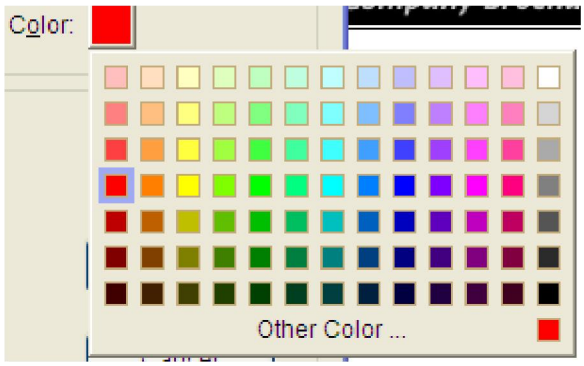
C. Highlight – the effect when you click the rectangle link. There are four types of the highlighting effects:

None: doesn't change the appearance of the link.
Invert: changes the link's color to its opposite.
Outline: changes the link's outline color to its opposite.
Inset: creates the appearance of an embossed rectangle.

None **Invert** **Outline** **Inset**

Four Types of Highlight

D. Color – the border color of the rectangle. Click the color button to choose any colors you like, or you may choose Other Color to add a customized color. The default color is red.



Choose the Color

➢ ***Destination***

The destination refers to any point or location, for example, a web page, a named file or position the link goes to. There are four options for you to choose:

A. Go to a page view – designate the link to a specific page view. Not only can you designate the link to a page in the current PDF, but you can also set the link to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click the Next button and do one of the following:

✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.

✧ Set the position in another PDF document – click the Open button on the toolbar >

select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window but not a new window.*

- ✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.
- ✧ Click Cancel to cancel out of your operation.

B. Go to a named position – designate the link to a named position that has been set by creator of the current document.

To go to a named position, choose this option and click the Next button > select a named position for the pop-up list > click OK.

Note: *An empty pop-up list indicates that no position has been named by the document's creator.*

C. Open/execute a file – designate the link to open another file. To do this, please follow the steps below:

- ✧ Choose Open/execute a file > click the Next button > select the destination file and click Select.

D. Open a web page – designate the link to open a web page. Do the following:

- ✧ Choose Open a web page > click the Next button > enter the URL of the destination web page or click the drop-down button to select a web site you have opened before.

E. Others (use action property page) – add an action to the link. Please refer to "Adding an action to a bookmark" for more details.

Moving or Resizing a Link

You can move and resize the link after you create it.

- Select one of the link tools or the Annotation Selection Tool

, and then move the pointer over the link so that the handles appear.
- Do one of the following:

A. To move the link, drag it to the desired area.

B. To resize the link, drag any corner point to adjust.

Deleting a Link

- Select one of the link tools or the Annotation Selection Tool

, and then move the pointer over the link so that the handles appear.
- Select the link you want to delete.
- Press the Delete key.

Attaching Files

You can attach PDF files and other types of files to a PDF. If you move the PDF to a new location, the attachments move with it. Attachments may include links to or from the parent document or to other attachments.

There are two options for you to add an attachment: attaching a file as a comment and attaching a file. An attached file as a comment will appear in the page with the File Attachment icon by default, while the attached file acts invisible and only can be seen when you click the File Attachment icon.

Adding a File as a Comment

Do the following:

- Choose Comment and click File tool

in Pin ribbon.
- Position the pointer to the place where you want to attach a file as a comment > click the selected position.
- In the Add Attachment dialog box, select the file you want to attach, and click Open.

  Note: *If you try to attach certain file formats (such as EXE), Foxit Reader warns you that attempting to attach the file of this type is denied due to your security settings.*

- The File Attachment Icon will appear at the place you designated.

Working on the Attachment Comment

You can open the attachment, add a description, move and delete it, and set the preferences.

Opening an Attachment

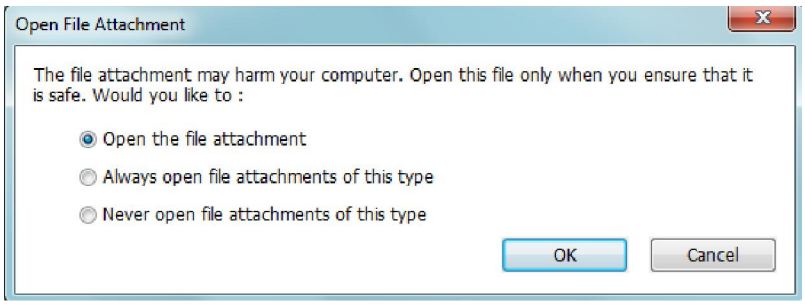
Select the Hand Tool

, Annotation Selection Tool

or the Attach a file as comment button

, and do the following:

- Double-click the File Attachment icon .
- In Open File Attachment dialog box, choose the option as you need and click OK.


Open File Attachment
The file attachment may harm your computer. Open this file only when you ensure that it is safe. Would you like to :
Open the file attachment
Always open file attachments of this type
Never open file attachments of this type
OK
Cancel

Open File Attachment Dialog Box

A. Open the file attachment – open this file attachment, and the dialog box will always pop up when you double-click the File Attachment icon.
B. Always open file attachments of this type – open this file attachment, and the files of this type will be opened automatically when you double-click the File Attachment Icon next time.
C. Never open file attachments of this type – forbid to open the file attachments of this type. Whenever you double-click the File Attachment Icon, the files of this type will be forbidden to open and you'll be prompted that "File attachment of this type cannot be opened because of your security settings".

See also "Doing Security Settings".

- Save the PDF.

Moving a File Attachment Icon

Select the Hand Tool

, Annotation Selection Tool

, or the Attach a file as comment button

, click and drag the File Attachment icon to move it to other place.

Deleting an Attachment Comment

Select the Hand Tool

, Annotation Selection Tool

, or the Attach a file as comment button

, and do one of the following:

- Right-click the File Attachment icon and choose Delete.
- Click the File Attachment icon and press Delete key.

More Options with an Attachment Comment

You are able to work on the attachment comment just like an ordinary comment, including set status, mark with checkmark, open popup note and add some descriptions, reply to the comment, and change the icon's appearance. For all the operations, please refer to "Chapter 5 – Comments".

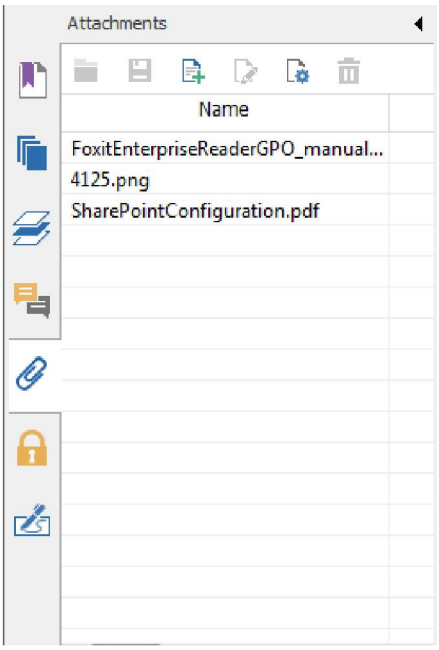
Adding a File

Do the following:

- Choose View > Navigation Panels > Attachment to open the Attachment Panel and then click icon.
- Select a file you want to attach and click Open.
- Save the PDF.

Working on the Attachments

You can open, save, delete and edit settings to the attachments.



The Attachments Panel

In the Attachments panel, there are a number of options as follows:

Open – opens the attachment you select.

Save – saves the attachment you select to a new file.

Add – adds a file to the current PDF.

Edit Description – edits the description to the attachment you select.

Settings – changes the security settings when you open an attachment. For the details, please refer to "Doing security settings".

Delete – deletes the attachment you select.

Opening an Attached File

- Choose View > Navigation Panels > Attachments to open the Attachments panel.
- Select one of the attachments > click the Open button in the Attachments panel.

Note: *Only one attachment can be chosen at a time.*

Saving an Attached File

This option provides you a chance to save as the attachment to a new file.

- Choose View > Navigation Panels > Attachments to open the Attachments panel.
- Select one of the attachments > click the Save button.
- Navigate the filename and location > click Save.

Deleting an Attached File

- Choose View > Navigation Panels > Attachments to open the Attachments panel.
- Select one of the attachments > click the Delete button.

Doing Security Settings

To change the security settings you have set when you open the attachment file as a comment, choose View > Navigation Panels > Attachments to open the Attachments panel. Click the Settings button in the Attachment Panel and do one of the following:

- To add a new extension, click the Add button to input the file extension in the Security Settings dialog box.

To delete an extension, click one of the existing extensions and click the Delete button.

Adding Images

You can specify a rectangle on any part of a PDF page and then insert an image into that rectangle. This feature is helpful when you want to explain or show something more dynamically. For example, a section of an article you are reading needs an explanation, and you realize that maybe an image will be the best answer. You can add an image with the image tool in Foxit Reader.

Adding an Image

You can add an image to a PDF with the Image Tool

. After you insert a new image, you can adjust its size and position, change the appearance and other settings, etc.

To add an image, do the following:

- Choose Home and click the Image Tool

in Insert ribbon.
- Drag a rectangle on the page to define the canvas area for the image.
- In the Add Image dialog box, click the Browse button to select the image that you want to insert and click the Open button. You will see the URL of this image has been added to the Location field.
- (Optional) If you find that you chose the wrong image, click the Browse button again to select the correct one.
- Click the Advanced button to edit the setting of the image.

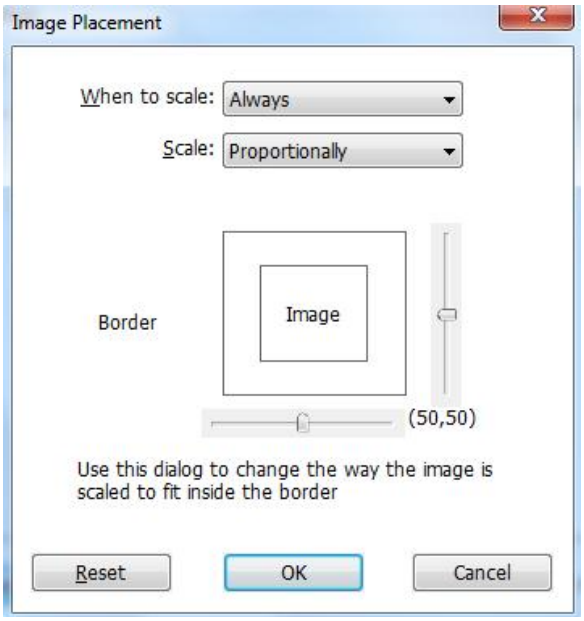


Image Placement Dialog Box

A. When to scale – choose when to scale the image you insert. There are four options:
   a) Always: scale the image to fit the rectangle you draw.
   b) Icon is too Big: zoom out the image to fit the rectangle if the former one is bigger than the latter one, or show the image with its original size.
   c) Icon is too Small: zoom in the image to fit the rectangle if the former one is smaller than the latter one, or show the image with its original size.
   d) Never: never scale the image. Show the image with its original size all the time.

B. Scale – choose to scale the image non-proportionally or proportionally. This option will be disabled when you select Never in the field of When to scale.
   a) Non-proportionally: scale the image to fit the rectangle when the magnification is changed.
   b) Proportionally: scale the image in its proportion.

C. Border – drag and move the scroll bar to change image's position in the rectangle. The coordinates change when you move the scroll bar.

- Click OK for your changes to take effect, or click Reset to reset the data to the original settings.
- To rotate the image, click and select one of the options.
- Click OK.

Moving and Resizing an Image

You can move and resize an image after inserting.

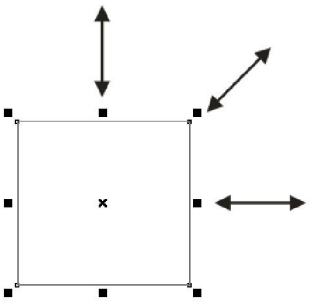
Moving an Image

- Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears.
- Click and drag the image to another place you like.

Resizing an Image

- Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears, and click the image.

- Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.



To Resize the Image

- Drag the cursor outside, it will increase the size of the rectangle proportionally. Drag the cursor inside, it will decrease the size of the rectangle proportionally.

Setting Properties of an Image

- Double-click the image, or right-click it and select Properties…
- In the Settings tab, follow the steps in "Adding an Image".
- In the Appearance tab, do any of the following:

A. Annotation is hidden from view – Check the option to make the image you inserted invisible or uncheck the option to lay the image over the content of PDF.

B. Border – Change the type, width, style and color of the rectangle's border.

Width: choose to show the rectangle's border or not and the width of the border. If No border is selected, the Style and Color will be disabled.
Style: choose the style of the border line, solid or dashed.
Color: change the color of the border. Click the color button to select any color you like,

or click Other Color to choose a customized color.

- (Optional) Check Locked to avoid modifying your settings.

Deleting an Image

- Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears.
- Right-click the image and choose Delete from the drop-down window.

Working with Multiple Images

Selecting Multiple Images

- Select the Annotation Selection Tool or the Image Tool .
- Press and hold Shift or Ctrl and click the images you want to edit.

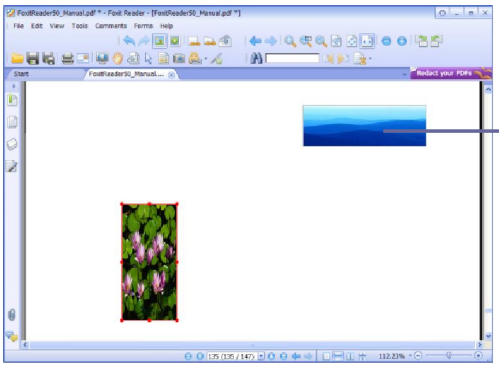
Aligning Images

You can align the selected images left, right, top, bottom, vertically or horizontally. Select one of the image as the anchor, the rest of the images will be placed respectively to the left edge, right edge, top edge, bottom edge, vertical axis or horizontal axis of the anchor image.

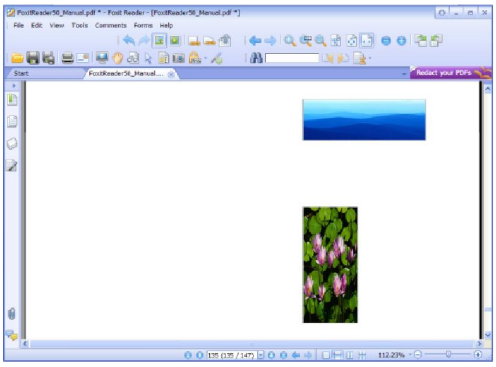
- Select two or more images that you want to align.
- Right-click the anchor, and then choose a command in Align menu as follows:
  A. To align a column of images, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor image.
  B. To align a row of images, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor image.

Note: *The align menu commands move the other selected images to line up with the edges of the anchor image.*

Below is an example:



A. Suppose that you want to set A as the anchor image.

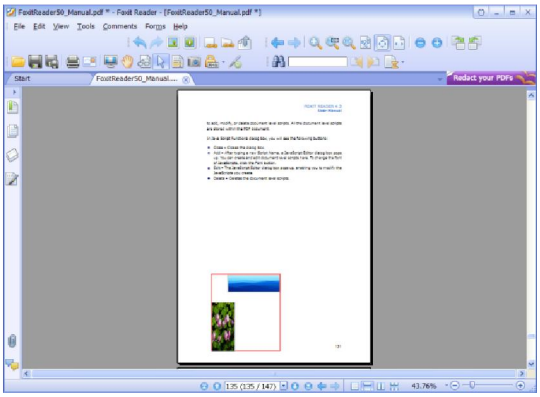


B. Select these two images > right-click A and choose Align > Left. You will see the other image is placed to the left edge of A.

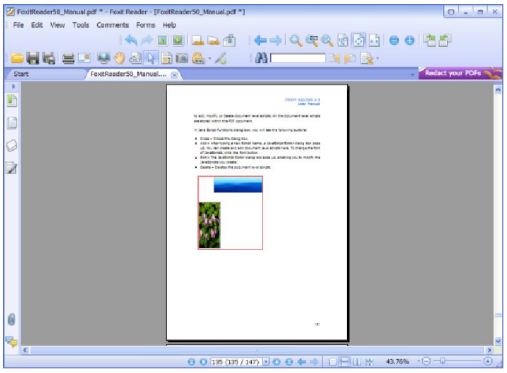
Centering Images

This function enables you to center the rectangle enclosed by the images you select vertically, horizontally or both.

Below is an example:



A. Select two images. You can see these two images consist of an area with the shape of rectangle (marked with red).



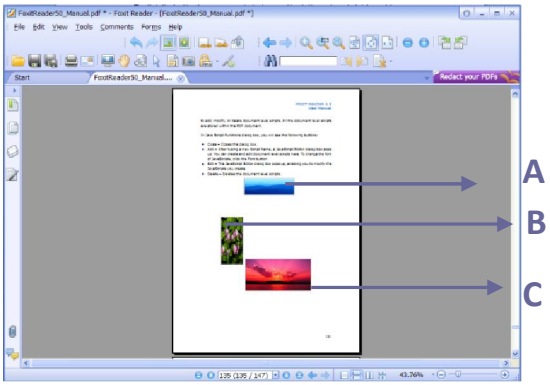
B. Right-click one of the images > Center > Vertically. You will find that the red rectangle is aligned vertically in the page.

Distributing Images

This function will be available when selecting three or more images.

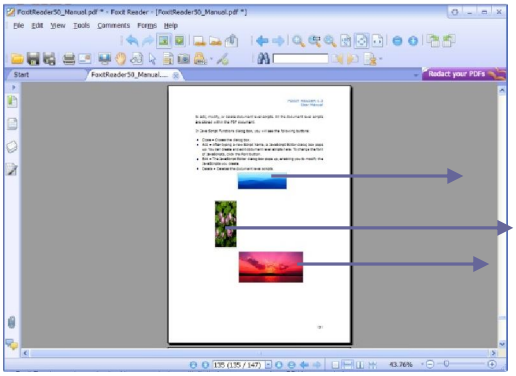
- To distribute the images evenly between the topmost and bottommost images, choose Distribute > Vertically.
- To distribute the images evenly between the leftmost and rightmost images, choose Distribute > Horizontally.

Below is an example:



A. Select three images A, B and C.

A is the topmost image and C is the bottommost image.



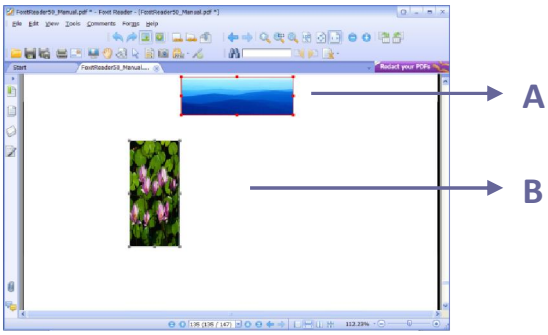
B. Right-click any one of the images > Distribute > Vertically. And you will see that B is distributed evenly between A and C.

Resizing Images

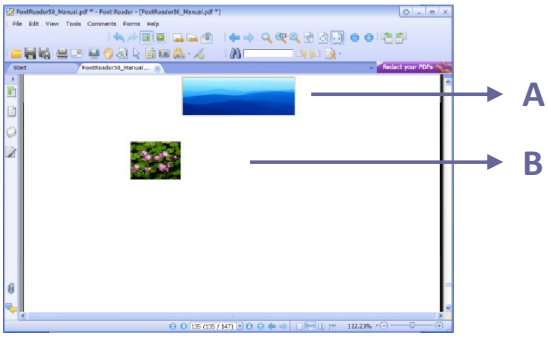
You can adjust multiple images with the same height, width, or both. Select one of the images as

the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image.

Below is an example:



A. Select images A and B. Suppose that you want to set A as the anchor image.



B. Right-click A > Size > Height. And you will see that the height of B is resized to be the same as that of A.

Setting Properties of Multiple Images

- Select multiple images > right-click one of them > Properties…
- A dialog pops up with an Appearance tab. Follow the steps specified in "Setting Properties of an Image".

Adding Video & Audio

Foxit Reader not only support playing multimedia in PDFs, but also allows users to add and edit multimedia files to a PDF. In Foxit Reader, you can add movies and sounds to PDFs.

Video & Audio Tool in Foxit Reader adds movies and sounds to your PDF documents and creates a multimedia PDF experience. Adding movies or sounds to PDFs is as easy as inserting an image. "Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .avi, .wmv, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension, while "Sounds" are like midis, wavs, and mp3 files.

You can also provide different renditions of the movie to play if the users' settings vary. For example, you may want to include a low-resolution rendition for users with slow Internet

connections.

Note: *If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install QuickTime if you want to embed an MOV file in a PDF.*

Adding Movies or Sounds

1. Choose Home and click Video & Audio tool

in Insert ribbon.

2. Press and hold mouse button down, drag to select an area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame.

3. In the pop-up Add Video & Audio dialog box, you will see some options listed below:

- Location: click the Browse button to select the movie file you want to insert.
- Content Type: the type of the media you insert. It is selected automatically. But you can also specify the clip type if you want. Please note that changing the Content Type setting may cause problems playing the media.
- Embed content in document: includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- Poster Settings: choose whether to display an image in the play area when the movie isn't playing. You can choose to use no poster or create poster from file.

Editing the Play Area

After adding a movie or a sound clip, you can move, resize or delete the play area easily.

- Choose the Annotation Selection Tool

, the Video & Audio tool

. Click the play area to select it.
- To move the clip, hold down the left mouse button and drag the clip to a new location on the page.
- To resize the clip, place the cursor on any corner point. When the pointer changes into the cursor showing the direction at which the rectangle will be resized, drag one of the corners of the frame to your intended size. Holding down the Shift key retains the movie clip's proportion.
- To delete the clip, simply select it and press Delete, or right-click the clip and choose Delete.
- To align, center, distribute, or size multiple clips, please refer to Working with multiple images.

Setting Video & Audio Properties

In Foxit Reader, you can specify properties for the multimedia files you added, such as the appearance of a movie's play area, whether the movie plays once or continuously, create alternate renditions, etc.

To set video & audio properties, please do the following:

- Select the Video & Audio tool

or the Annotation Selection Tool

.
- Double-click the play area or right-click the play area > Properties.

The pop-up Video & Audio Properties dialog box has a Settings tab, an Appearance tab and an Action tab. Also, there are two items on every tab:

- Locked – Check to prevent any further changes to any video & audio properties.
- Close – Applies and saves the current properties, and closes the Video & Audio properties dialog box.

Note: *If you select Locked on any tab, it will lock all options for this video & audio file, but not just the options on that tab.*

1. Settings tab for the Video & Audio Properties

The Settings tab in video & audio properties contains the following options:

- **Annotation Title** -- Enter the title of the movie or sound in the Annotation Title box. This title does not determine which media file is played.
- **Alternate Text** -- Enter a description of the media file in the Alternate Text box.
- **Renditions** – Allows you to create alternate or other renditions to ensure that users can play the movie or sound clip on their systems.

A. List Renditions for Event -- You can assign different renditions to different actions but Mouse Up is chosen by default. Mouse Up means that when the mouse button is clicked and released, the rendition is played.

B. Add Rendition – There're three ways for you to choose:
Use a File: Double-click the file you want to add to the rendition list. The content type is selected automatically.
Use a URL: Type the URL and select the content type.
By Copying an Existing Rendition: Select the rendition you want to copy.

C. Edit Rendition – When clicking the Edit Rendition button, the Rendition Settings dialog box appears, which allows you to specify the playback location, and other settings to differentiate it

from other renditions.

Media Settings -- Specifies the general properties for the movie or sound clip:

- **Rendition Name:** Enter the name for the rendition, which will appear in the list of renditions. (This name does not determine which media file is played.)
- **Media Clip Location:** Specify the clip by typing or navigating to it.
- **Content Type**: This will be selected automatically when you specify the clip location. Changing the Content Type setting may cause problems playing the media.
- **Embed content in document:** Includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- **Rendition Alternate Text:** Type a description of the rendition.
- **Allow Temp File:** Specify whether writing a temp file is allowed and when. Some media players write a temp file when they play a movie or sound clip. If you want to prevent users from easily copying the media content in a secure document, you may want to disallow the creation of temp files. However, selecting this setting may prevent the movie from being played by media players that require the use of temp files.

Playback Settings – Use this tab to determine how the movie or sound clip is played.

- **Keep Player Open:** Select whether you want the player to close after it plays the movie or sound clip.
- **Volume:** Lets you specify how loud the movie will be played.
- **Show Player Controls:** Select to display a controller bar at the bottom of the play area allowing users to stop, pause, or play the media, provided the media player supports player controls.
- **Repeat:** Lets you replay a clip two or more times, or continuously.
- **Player List:** Click Add to specify a player and the settings that are required, preferred, or disallowed to play the movie or sound clip. Select the name of the player and the status. If you set the status of more than one player to Required, only one of the required players may be used to play the rendition. If you set the status of players to Preferred, these players are selected over nonpreferred players (but not over required players). If you set the status of players to Disallowed, they are not used to play the rendition.
- **Add/Edit/Delete button:** Allows you to add a new player, as well as edit or delete the selected player in the Player List.

Playback Settings – *Determines whether a movie or sound clip is played in the PDF, remains hidden while played (recommended for sound clips), is played in a floating window, or is played full screen. The options for Floating Window Settings are unavailable except you choose Floating Window.*

- **Playback Location:** Selects the location for playing a movie or sound clip.
- **Background Color:** Selects the background color for the media player.
- **Show title bar:** Selects to show or hide title bar when playing the media in a floating window.

- **Show control closing window:** Selects to show or hide the close button at the top right corner in a floating window.
- **Title Text:** Adds a title for the media that will be showed on the title bar when playing the media in a floating window.
- **Resize:** Allow or forbid users to resize the floating window. There're three options for you to choose: Don't allow user to resize window, Allow user to resize window but maintain original aspect ratio, or Allow user to resize window.
- **Window Position:** The window position is determined relative to the document window, application window, the virtual desktop or document monitor.
- **Width/Height:** Specifies the width and height of the floating window.
- **If Window is Offscreen:** Selects to play, do not play, or move window onto screen to play the media file if the floating window is offscreen.

2. Appearance tab for the Video & Audio Properties

In the Appearance tab, do any of the following:

- **Annotation is hidden from view** – Check the option to set the media file you inserted invisible or uncheck the option to lay the media file over the content of PDF.
- **Border** – Change the width, style and color of the media file's border.

A. Width -- Choose the width of the border.
B. Style -- Choose the style of the border line, solid or dashed.
C. Color -- Change the color of the border. Click the color button to select any color you like, or select Other Color to choose a customized color.
D. Change Poster – Choose to use no poster or a specified poster for the media file.

3. Actions tab for the Video & Audio Properties

Please refer to "Adding an Action to a Bookmark".

Chapter 9 – Printing

Printing is a process for reproducing text and images. When you have finished reading a helpful article or designing a PDF form, you may need to send it to an inkjet or laser printer and print it out with custom page sizes. With this section, you can get the help to set options in the Print dialog box to ensure that the finished document appears as intended.

How to Print a PDF Document?

1. Make sure you have installed the printer successfully.

2. Click the Print button on toolbar, or choose Print from the File menu.

3. Specify the printer or plotter, page range, number of copies, and other options.
4. Click to Print.

Printing a Portion of a Page

To print a portion of a page, you need to refer to the Snapshot tool

.

- Choose Home and click SnapShot Tool

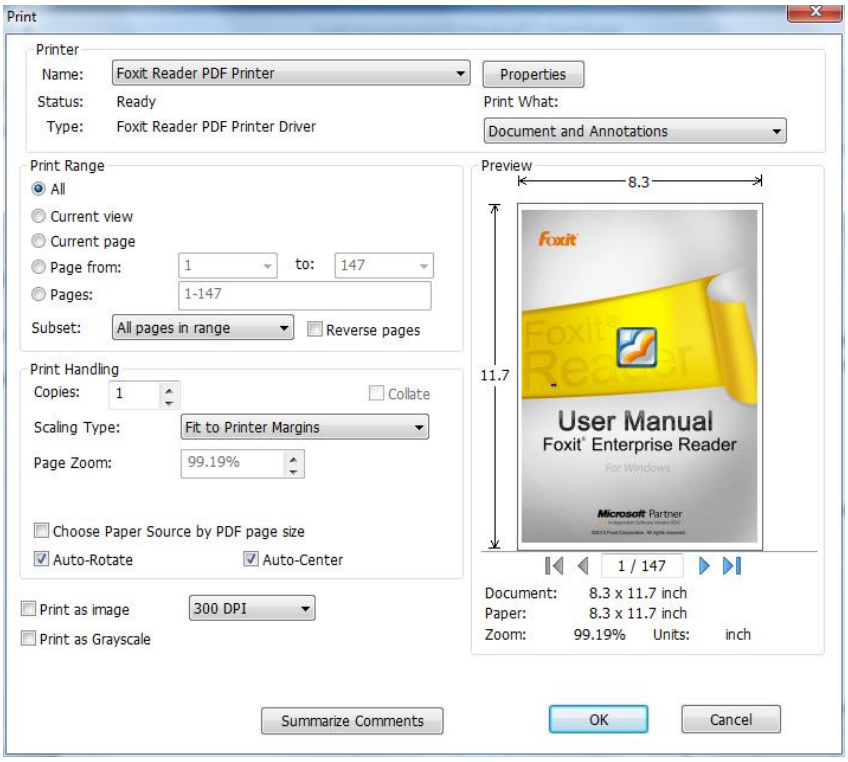
under Tools tab.
- Drag around the area you want to print.
- Right-click in the selected area > choose Print, and then refer to the Print Dialog.

Print Dialog

The print dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the new selected printer has a different paper size, for instance.

The Print dialog allows you to make a number of changes about how your document prints. Follow the step-by-step descriptions in Print dialog box.

To open the Print dialog box, choose File > Print…or right-click the tab and select “Print Current Tab” if using Multi-Tab browsing.



The Print Dialog Box

- Name -- You can select your printer from the list of installed printers. To configure advanced options of the printer, click on the Properties button. This will display printer specific options.

- Print Range – This option lets you print different parts of a PDF document. You can specify to print all pages or some certain ones.

  All – Prints all pages of a PDF document.
  Current view – Prints the page area (including text, comments, images, tables or a combination of all of them) that is visible in the current view.
  Current page – Prints the page that is visible in the current view.
  Page from/to – Specifies the range of pages or ranges of pages to print in the PDF document. Select or enter page numbers in the fields.
  Pages – Specifies the range of pages to print separate pages in the PDF. Enter page numbers and/or page ranges separated by commas. For example, 1,3,7-10.

- Subset – Provides options for setting noncontiguous page range.

  All Pages in Range – Prints all the pages within the specified range.
  Odd pages only – Prints only pages with odd numbers within the specified range.
  Even pages only – Prints only pages with even numbers within the specified range.

Note: *This option is especially helpful for two-side printing.*

- Reverse pages – Prints pages in reverse order. If page ranges are entered, the pages print opposite of the order in which they were entered. For example, if you select to print the document from page 5 to page 30, selecting Reverse pages option will print page 30 to page 5.

- Copies – Sets the number of copies you want to print.

- Collate – Assembles the printouts in a proper numerical or logical order when printing several copies. This option will be disabled when printing just one copy.

- Scaling Type – None, Fit to Printer Margins, Reduce to Printer Margins, Multiple Pages per Sheet, Custom Scale, Tile Large Pages and Booklet. Tile Large Pages means to tile the pages that are larger than the selected paper size at a specified scale. Booklet print allows users to print PDFs in booklet format with just one click.

- Choose Paper Source by PDF Page Size –Automatically chooses paper type according to the page size of PDFs when printing.

- Auto-Rotate – Adjusts the PDF document's orientation to match the orientation specified in the printer properties.

- Auto-Center – Places the PDF pages in the center.

- Print What – Specifies to print documents only, annotations only or both.

  Document – Prints the document contents without annotations.
  Document and Annotations – Prints document contents and annotations.
  Annotations – Prints annotations only.

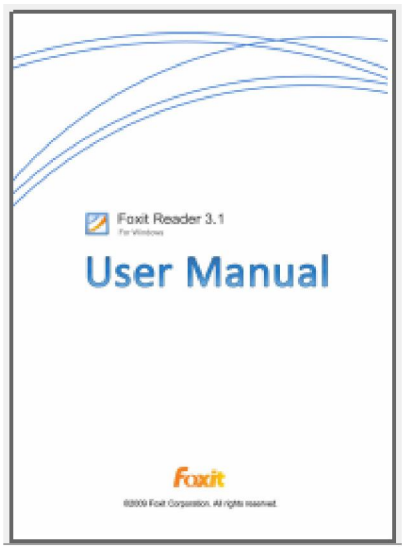
- Preview -- Foxit Reader provides an instant preview in the Print dialog box.

  You can use the magnification tool as well as the navigation tool on the print dialog box to preview the individual pages in desired magnification level. Both the document size and the paper size are shown under the Preview.

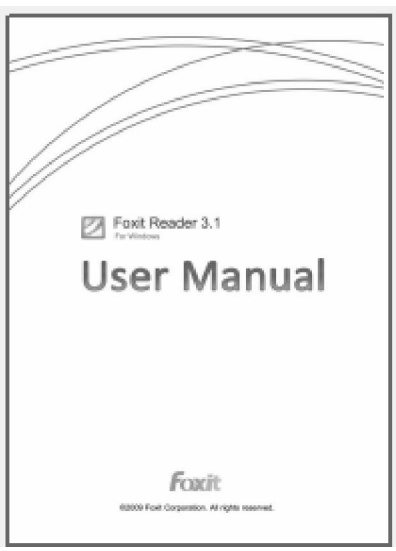
Tip: *To change the unit of page dimensions, please go to File > Preferences > Documents > Measurement Units.*

- Print as image—To print the PDF document as an image.
- Print as Grayscale – To print the PDF document with color images, texts, or other objects as shades of gray.

  For example, RGB or CMYK image-only PDFs, in particular, can be quite large. Converting these PDFs to grayscale can reduce the size of the file and increase the speed of printing.



Print as normal



Print as Grayscale

Chapter 10 – Appendices

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts, and Command Lines.

Keyboard Shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit Reader. Some particularly important ones are listed here:

File Keys

Action	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit Reader	Ctrl + Q
Save	Ctrl + S

View Keys

Action	Shortcut
Full Screen	F11
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 0
Fit Width	Ctrl + 2
Fit Visible	Ctrl + 3

Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
Reset Toolbars	Alt + F8
Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Show or hide Navigation pane	F4
Show or hide Menu Bar	F9
Switch between tabs	Ctrl + Tab

Edit Keys

Action	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Find Text	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Preferences	Ctrl + K
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z

Select Text Tool Keys

Action	Shortcut
Copy	Ctrl + C
Select All	Ctrl + A
Add Bookmark	Ctrl + B

Tool Keys

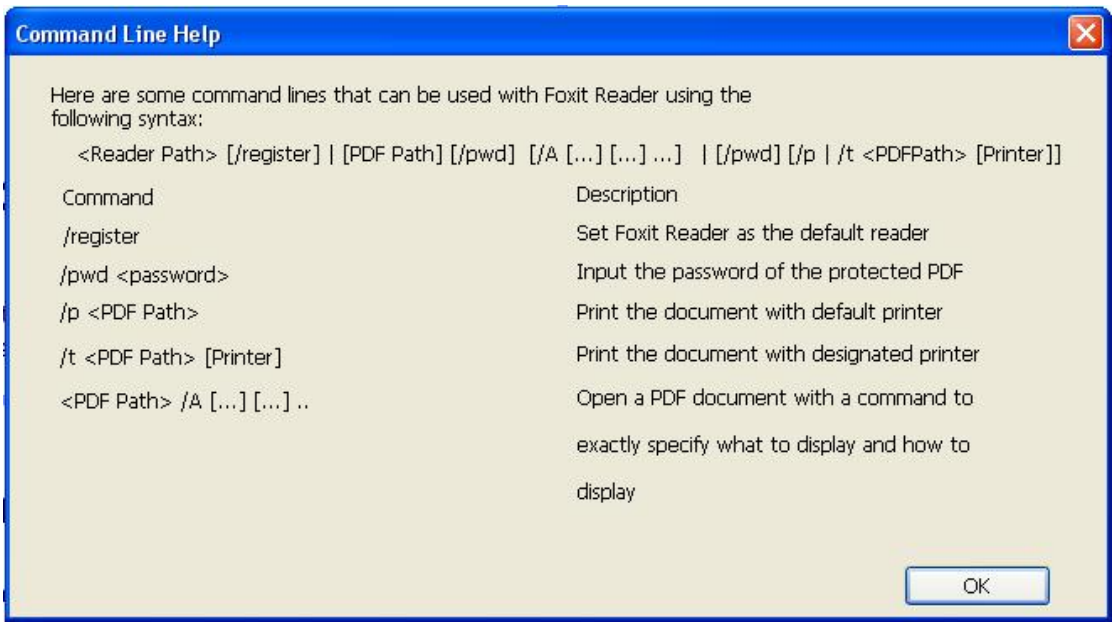
Action	Shortcut
Hand Tool	Alt + 3
Select Text	Alt + 6
Snapshot	Alt + 7
Exit Full Screen Mode	ESC, F11
Switch to Text Viewer	Ctrl + 6

Document Keys

Action	Shortcut
Previous Page	Ctrl + Page Up
Next Page	Ctrl + Page Down
First Page	Ctrl + Home
Last Page	Ctrl + End
Go to Page	Ctrl + G
Select All	Ctrl + A
Page Down	Space
Page Up	Shift + Space

Command Lines

Foxit Reader defines parameters that allow you to perform operations on a PDF with a command. To check the command lines that can be used in Foxit Reader, please go to Help > Command Line Help.



Command	Result
nameddest=destination	Open and highlight the target bookmark.
page=pagenum	Turn to the target page.
zoom=scale	Zoom the PDFs.
pagemode=bookmarks	Open the bookmark panel in the Navigation Pane.
pagemode=thumbs	Open the thumbnail panel in the Navigation Pane.
pagemode=layers	Open the layers panel in the Navigation Pane.
pagemode=none (default)	Close all the panels in the Navigation pane.
fdf="fdf path"	Open the FDF file.
toolbar=1|0	Show or Hide Tool Bar.
statusbar=1|0	Show or Hide Status Bar.
navpanes=1|0	Show or Hide Navigation Pane.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

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